

**PLANO COMMUNITY LIBRARY DISTRICT
MARCH 19, 2026 7:00 P.M.
REGULAR BOARD MEETING
HELD IN THE LOWER-LEVEL MEETING ROOM**

CALL TO ORDER

President Denise Helmers called the meeting to order at 7:00 p.m.

ROLL CALL

Present were Trustees Christine Backus, Cecelia Carey, Karen DeBolt and Gayle Severson. Trustee John McCartan arrived at 7:01 p.m. Trustee Natalie Kollmann arrived at 7:04 p.m. Library Director Deanna Howard was present.

MINUTES

Approve February 19, 2026 Finance Committee Meeting Minutes: Trustee Backus moved the minutes of the February 19, 2026 Finance Committee Meeting be approved as submitted. Motion carried, 6-0. Ayes-Backus, Carey, DeBolt, McCartan, Severson, Helmers. Nays-0, Absent-Kollmann.

Approve February 19, 2026 Regular Board Meeting Minutes: Trustee Carey moved the minutes of the February 19, 2026 Regular Board Meeting be approved as submitted. Motion carried, 6-0. Ayes-Carey, DeBolt, McCartan, Severson, Backus, Helmers. Nays-0, Absent-Kollmann.

CORRESPONDENCE

None.

FINANCIAL REPORT

Approve February 2026 Financial Statements: Trustee Backus reported Operating Fund receipts for February 2026 totaled \$1,875. Of that amount, \$915 was from interest, and \$960 from fax, copy, and print fees. Total Operating Fund expenses for the month were \$63,781. Trustee Severson moved the February 2026 Financial Statements be approved. Motion carried, 6-0. Ayes-DeBolt, McCartan, Severson, Backus, Carey, Helmers. Nays-0, Absent-Kollmann.

Trustee Kollmann arrived.

Approve March 19, 2026 Bills: Trustee Backus reported bills for March 19th totaled \$38,371. Of that amount, \$23,407 was paid from the Operating Fund, \$10,806 from the Building and Maintenance Fund, \$4,317 from the Per Capita Grant Fund, and \$21 from the Memorial Fund. Major expenses for the month were \$7,978 to CMJ IT Solutions for professional services, three-year antivirus, and Deep Freeze software; \$5,721 to A Guy in a Truck for carpet and floor cleaning; \$3,527 to Amazon for books and videos; and \$2,696 to Sage for accounting software fees. Trustee Backus moved the March 19, 2026 bills be approved. Motion carried, 7-0. Ayes-Kollmann, McCartan, Severson, Backus, Carey, DeBolt, Helmers. Nays-0, Absent-0.

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DIRECTOR'S REPORT

Deanna highlighted several February programming statistics. 35 attended the adult painting class and 32 students attended the SciTech Wind Tunnel Workshop. We are working on our summer program plans now. The newsletter needs to be ready for the printer by May 1. Summer Reading will start on June 1 and continue through July 31. The Library Road Trip program is back this year, with 24 libraries participating. Individuals will get their passport stamped and a souvenir at each library they visit. They will return their passport to their home library to be entered in a raffle drawing.

We have been experimenting with purchasing additional titles and/or copies in Libby to try to meet the holds demand. This means we are paying additional fees beyond our standard annual fee. The Friends of the Library book sale runs March 21-28. In February we celebrated the 2nd anniversary of Kids' Library Assistant Kelli Thompson.

COMMITTEE REPORTS

Building and Grounds: None.

Finance: None.

Personnel and Policy: None.

Fundraising: Trustee Carey noted that Misty River Music Makers has agreed to perform at this year's Christmas Tea.

UNFINISHED BUSINESS

Statement of Economic Interest due May 1, 2026: Trustees should have received an email from Laserfiche Notification regarding the required form. The fact sheet from the Illinois Municipal League has some helpful information regarding the questions.

PUBLIC COMMENT

None.

NEW BUSINESS

Revise Board Constitution and Bylaws: Deanna reviewed the changes to the bylaws. The major change is the elimination of standing committees and a provision for ad-hoc committees. Trustee Severson moved the revisions to the Board Constitution and Bylaws be approved. Motion carried, 7-0. Ayes-McCartan, Severson, Backus, Carey, DeBolt, Kollmann, Helmers. Nays-0, Absent-0.

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Discuss Changing Meeting Start Time to 6:30 p.m. for Next Fiscal Year: Deanna sought feedback on changing the start time to accommodate the possibility of longer meetings due to the elimination of committees, and to help facilitate meeting adjournment before the library closes at 8:00 p.m. Trustees indicated they would be amenable to this change.

Discuss Library Email Addresses for Trustees: Deanna noted it would be best practice for trustees to have a library email address account. She will work with the library's IT firm to get these set up.

OTHER

Deanna updated the board about the incident on March 2, when an individual was trespassed from the library and subsequently charged with aggravated battery to a police officer. She explained the plan in place in case the individual returns to the library.

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:40 p.m.

Minutes submitted by Deanna Howard

Approved as submitted, 4/16/26

A handwritten signature in blue ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.