

**PLANO COMMUNITY LIBRARY DISTRICT  
MARCH 16, 2017 REGULAR BOARD MEETING  
HELD IN THE DIANA HASTINGS BOARD ROOM  
OF THE PLANO COMMUNITY LIBRARY**

President Tom Karpus called the meeting to order at 7:00 p.m. Present were Trustees Ceil Carey, Adrian Frost, Zoila Gomez, Gayle Severson, Jane Voss and Library Director Deanna Howard. Absent was Trustee Kevin Tierney. Trustee Tierney arrived at 7:02 p.m.

**MINUTES**

Trustee Severson moved that the minutes of the February 16, 2017 Regular Board Meeting be approved as submitted. Motion carried, 7-0. Ayes-7, Nays-0, Absent-0.

**CITIZENS TO BE HEARD**

None.

**CORRESPONDENCE**

Open Meetings Act Memo-This memo from the Library's attorney (sent to all public library clients) clarified the level of detail which must be provided prior to taking final action at a board meeting.

**FINANCIAL REPORT**

Receipts for February 2017 totaled \$1,498. Of that amount \$911 was from fines. Total expenses were \$39,501. The third quarter of the fiscal year has just ended. Trustee Karpus asked if we still expect to receive the remaining \$16,000 we have budgeted for replacement taxes receipts. Deanna explained that the replacement tax budget is from the latest revised estimate available from the State, and that the largest payments come in the spring. Deanna noted that in the past the library has continued to receive replacement tax disbursements even during the State's times of financial crisis. Trustee Voss moved the financials be approved. Motion carried, 7-0. Ayes-7, Nays-0, Absent-0.

**BILLS**

Bills for March 2017 totaled \$21,132. Of that amount, \$19,043 was paid from the Operating Fund and \$2,050 from the Building and Maintenance Fund. Major expenses for the month included \$1,169 to Call One for telephone service, \$4,573 to Constellation for electric, \$1,072 to Nicor for heating, \$1,887 to First Insurance Group for Directors and Officers insurance, \$2,400 to First Insurance Company for surety bond, and \$1,265 to Sage Software for computer expense. Trustee Gomez noted that the water bill seemed high and asked if there was a leak. Deanna explained that the water bill is typically higher in the winter due to the mopping up of snow and salt. Trustee Carey made the motion to approve payment of the March 17, 2017 bills. Motion carried, 7-0. Ayes-7, Nays-0, Absent-0.

**DIRECTOR'S REPORT**

In February the Director visited the Big Rock Library. This is now a "special library" member in the RAILS system. They are a volunteer organization, not tax supported. This library is located in an historical home and local librarians were invited for a tour.

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The annual Family Fun Night with PH Miller students was held on March 9<sup>th</sup> at PH Miller School this year. Mother Goose performed for the preschool, kindergarten and 1<sup>st</sup> grade students. 25 new library cards were issued as part of this event. The Library was also invited to have a table at the PH Miller kindergarten registration. Deanna spoke to about 45 people at the event and issued 31 new library cards.

Three staff anniversaries were celebrated in February: Pat Clemmons, Circulation Clerk, celebrated 12 years. Al Dennis and Christine Savage in the Kids' Library both celebrated 6 years.

Building and Grounds: None.

Finance: None.

Personnel and Policy: None.

**UNFINISHED BUSINESS**

April 4, 2017 Trustee Election-Timeline for Terms and Oath of Office: After a short discussion and looking at the official information, it was determined that only Trustees Carey and Voss, those on the ballot for reelection, would be required to take the oath of office. This must be done between May 18 and June 15.

**NEW BUSINESS**

None.

**OTHER**

Trustee Tierney asked about the status of the computer replacement and how many computers had been replaced. Deanna noted the installation was completed in January. There are 15 new computers upstairs and 16 in the Kids' Library. Everything is working well and patrons are enjoying the fully functional and faster machines.

**ADJOURNMENT**

Being no further business, the meeting was adjourned at 7:17 p.m.

Respectfully submitted,  
Ceil Carey

*Approved as submitted, 4/20/17*

*Ceil Carey*