

**PLANO COMMUNITY LIBRARY DISTRICT  
JUNE 15, 2017 REGULAR BOARD MEETING  
HELD IN THE DIANA HASTINGS BOARD ROOM  
OF THE PLANO COMMUNITY LIBRARY**

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

**MINUTES**

Trustee Carey moved that the minutes of the May 18, 2017 Personnel and Policy Committee Meeting be approved as submitted. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Trustee Severson moved that the minutes of the May 18, 2017 Personnel and Policy Closed Session be approved as submitted. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Trustee Severson moved that the minutes of the May 18, 2017 Regular Board Meeting be approved as submitted. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

**CITIZENS TO BE HEARD**

None.

**CORRESPONDENCE**

None.

**FINANCIAL REPORT**

Receipts for May 2017 totaled \$7,568. Of that amount \$5,797 was from replacement taxes. Total expenses were \$56,496. Trustee Frost moved that the May 2017 financial report be approved as submitted. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

**BILLS**

Bills for June 15, 2017 totaled \$18,730. Of that amount, \$15,685 was paid from the Operating Fund and \$2,676 from the Building and Maintenance Fund. Major expenses for the month included \$1,212 to Call One for telephone service, \$1,218 to Nicor for heating, \$2,421 to Auto Owners for insurance, \$1,467 to A Corporate for printing of the newsletter, and \$1,878 to Trico for HVAC maintenance and repairs. Trustee Gomez moved that the bills be approved for payment. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Trustee Severson asked about newspapers and if patrons actually read the printed ones. Director Howard responded that the Aurora Beacon News, Chicago Tribune, and Record newspapers are read. These are the only ones the library still subscribes to. The Wall Street Journal has been discontinued due to cost. Director Howard indicated the use of each subscription is considered at their time of renewal.

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**DIRECTOR'S REPORT**

The Summer Reading Program began on June 1<sup>st</sup> and 115 kids signed up on the first day. This was slightly less than 2016. At the two-week mark, there are a total of 420 children, 96 adults, and 28 teens signed up. The June programs have had good attendance. New Life for Old Bags celebrated their third anniversary in June.

Building and Grounds: None.

Finance: The committee met to prepare the operating budget, which will be discussed later in the meeting.

Personnel and Policy: This will be covered under new business.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

Transfer from Corporate Fund to Social Security Fund: Transfers are made from the Corporate Fund to the Social Security, IMRF, and Building & Maintenance Funds each year. Trustee Severson asked if Social Security payments were made yearly or monthly. Director Howard indicated Social Security was paid with each payroll. Trustee Carey moved that \$11,000 be transferred from the Corporate Fund to the Social Security Fund. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Transfer from Corporate Fund to IMRF Fund: Trustee Severson moved that \$21,000 be transferred from the Corporate Fund to the IMRF Fund. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Transfer from Corporate Fund to Building & Maintenance Fund: Trustee Frost moved that \$10,000 be transferred from the Corporate Fund to the Building & Maintenance Fund. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

FY 2017-2018 Operating Budget: The operating budget was perused and discussed. Director Howard noted that if there are any new houses built we could see some transition fee income. We will be able to revise this figure mid-year. The salary budget includes keeping the Technical Services Manager position vacant and a 3% raise for existing staff. The major change for this year's budget is that \$40,000 is set aside for repairs. The Building & Grounds Committee will meet to prioritize repairs. Director Howard hopes that we can continue to set this money aside for repairs for the next three years. Trustee Frost moved that the 2017-2018 Operating Budget be approved. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

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Raises for library staff: The Personnel and Policy Committee recommends a 3% raise for all staff. Trustee Gomez made the motion to approve this. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2. Trustee Severson asked if that 3% included the bookkeeper Director Howard replied that it did.

Ordinance 2017-01, Prevailing Wage Ordinance: This is a requirement of the State of Illinois. Trustee Carey made the motion to adopt Ordinance 2017-01, and with a roll call vote the motion carried, 5-0. Ayes-Carey, Frost, Severson, Gomez, Voss. Nays-0, Absent-Tierney, Karpus.

Ordinance 2017-02, Meeting Schedule for FY 2017-2018: Trustee Severson moved we adopt Ordinance 2017-02. Motion carried 5-0. Ayes-5, Nays-0, Absent-2. The meetings are set for 7:00 p.m. on the third Thursday of each month. There will be no meeting in December.

Adopt Tentative 2017-2018 Budget & Appropriations Ordinance: The B&A Ordinance is tentatively adopted in June, the notice is published in the paper, and the B&A Ordinance is then approved after a public hearing in August. The Director gave some explanations and Trustee Gomez asked about the figures for repairs and replacement taxes. Trustee Gomez moved that we adopt Ordinance 2017-03, the Tentative Budget & Appropriations Ordinance. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Appoint Secretary's Audit Committee: President Voss appointed Trustees Gomez and Frost as the Secretary's Audit Committee. The committee will meet after the July board meeting to review the required records for the annual report.

Committee Assignments: The following changes were made:  
Building and Grounds Committee: Trustee Tierney replaces Trustee Frost.  
Fundraising Committee: Trustee Frost replaces Trustee Tierney.

**OTHER**

Trustee Frost asked if the recent storm had affected the library. Director Howard indicated the only problems were some flickers of electricity.

**ADJOURNMENT**

Being no further business, the meeting was adjourned at 7:27 p.m.

Respectfully submitted,  
Ceil Carey

*Approved as submitted, 7/20/17  
Gayle Suss*