

**PLANO COMMUNITY LIBRARY DISTRICT  
JULY 20, 2017 REGULAR BOARD MEETING  
HELD IN THE DIANA HASTINGS BOARD ROOM  
OF THE PLANO COMMUNITY LIBRARY**

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

**APPOINT SECRETARY PRO TEMPORE**

Vice President Karpus appointed Trustee Severson as the Secretary Pro Tempore. Director Howard took the minutes.

**MINUTES**

Trustee Gomez moved that the minutes of the June 15, 2017 Finance Committee Meeting be approved as submitted. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Trustee Tierney moved that the minutes of the June 15, 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 June 2017 totaled \$1,887. Of that amount \$1,225 was from fines. Total expenses were \$60,273. Trustee Gomez reported that we just finished the 4<sup>th</sup> quarter of our fiscal year. We received 100.46% of our revenues and our total expenses were 96.81%, so we were in line with our budget. Director Howard noted that after transfers out of the Corporate Fund we had a \$17,000 year-end balance in the fund. Trustee Severson moved that the June 2017 financial report be approved as submitted. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

**BILLS**

Bills for June 30, 2017 totaled \$17,890. Of that amount, \$9,999 was paid from the Operating Fund and \$6,010 from the Building and Maintenance Fund. Major expenses for the month included \$1,212 to Call One for telephone service, \$2,208 to Nicor for heating, and \$2,087 to Garavanta for the wheelchair lift repair. Trustee Tierney moved that the June 30, 2017 bills be approved for payment. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Bills for July 20, 2017 totaled \$7,458. Of that amount \$6,395 was paid from the Operating Fund, and \$1,063 from the Building & Maintenance Fund. Major expenses for the month were \$1,211 to Call One for telephone, \$1,200 to Sikich for computer expense, and \$3,321 to PrairieCat for automation. Trustee Severson moved that the July 20, 2017 bills be approved for payment. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

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**DIRECTOR'S REPORT**

Director Howard reported that Summer Reading has been going well. Right now we have 499 kids, 120 adults, and 31 teens signed up for the program. On average we've had about 12 programs a week since summer reading started. The library continues to be active and we've been pleased with our summer program attendance. In June Jeanne Valentine, our Adult Services Manager, celebrated her 15-year anniversary at the library.

**COMMITTEE REPORTS**

Building and Grounds: The committee will meet soon to identify and prioritize necessary building repairs.

Finance: The audit is scheduled for September 18 and 19.

Personnel and Policy: None.

**UNFINISHED BUSINESS**

Update on Parking Lot at North and Hugh Streets: The City's contractor has made significant progress on the parking lot. Sidewalks are installed and the site has been prepared for blacktop.

**NEW BUSINESS**

Adopt Ordinance 2017-04: An Ordinance Determining to Levy an Additional Tax of .02%: This is an annual tax the library levies for the Building and Maintenance Fund. The required legal notice will be published in the local paper. Trustee Frost moved that Ordinance 2017-04 be adopted. Motion carried, 5-0. Ayes-Frost, Severson, Tierney, Gomez, Karpus; Nays-0, Absent-Severson, Voss. *Carey*

Review of, and Determination on, Closed Session Meeting Minutes for FY 16-17: Trustee Tierney moved the minutes of the May 18, 2017 Personnel & Policy Committee Closed Session remained closed because the need for confidentiality still exists. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Destruction of Audio Recording of Closed Session Meeting Minutes from the following date: June 18, 2015 Personnel & Policy Committee Meeting: The Open Meetings Act allows for the destruction of audio records after 18 months if there are approved minutes of the meeting. Trustee Tierney moved that the board approve the destruction of the audio recording of the June 15, 2015 Personnel & Policy Committee Meeting. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Bond Repayment due August 1: The board reviewed the interest only bond payment of \$27,190 that is due August 1. The bond is schedule to be paid off in 2022.

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**OTHER**

There was a discussion about the mortgage the library has. It must be refinanced next year. The pros and cons of making a large payment on the loan versus continuing to make our regular monthly payments were discussed.

Trustee Frost inquired about the library's ability to issue bonds again for building repairs. Director Howard indicated that any bond issue would need to go to referendum, and the likelihood of it passing would need to be considered. She noted that the "bottom line" corporate fund balance could be used to pay the costs of necessary repairs if they went beyond what we are budgeting for over the next three years. The pros and cons of these options were discussed.

Trustee Tierney inquired about the City's progress on their plans for the property at 9 N. Hugh Street. The City had planned to purchase this vacant building and lease it to the Plano Historical Society for their use. There is a large amount owed in delinquent taxes on the property, and local taxing bodies had agreed to rebate any taxes collected back to the City. Trustee Karpus indicated the plans were on hold because there was no mechanism in place for Kendall County to manage this tax rebate process.

**ADJOURNMENT**

Being no further business, the meeting was adjourned at 7:33 p.m.

Notes submitted by Deanna Howard

*Approved as corrected, 8/17/17*

*Cecelia Carey*