

**PLANO COMMUNITY LIBRARY DISTRICT  
SEPTEMBER 21, 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 7:01 p.m. Present were Trustees Ceil Carey, Adrian Frost, Tom Karpus, Gayle Severson and Kevin Tierney. Library Director Deanna Howard was also present. Trustee Zoila Gomez was absent.

**REQUEST FOR REINSTATEMENT OF LIBRARY PRIVILEGES**

The patron who had inquired about reinstatement was not present. Director Howard has been in contact with the patron and explained the process.

**MINUTES**

Trustee Karpus moved that the minutes of the August 17, 2017 Budget & Appropriations Hearing be approved as submitted. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Trustee Tierney moved that the minutes of the August 17, 2017 Regular Board Meeting be approved as submitted. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Trustee Carey moved that the minutes of the August 17, 2017 Building & Grounds Committee Meeting be approved as submitted. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

**CITIZENS TO BE HEARD**

None.

**CORRESPONDENCE**

None.

**FINANCIAL REPORT**

Receipts for August 2017 totaled \$22,307. Of that amount \$20,856 was from property taxes. Total expenses were \$37,596. Trustee Karpus moved that the financial report be accepted as submitted. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Bills for September 21, 2017 totaled \$29,295. Of that amount, \$23,380 was paid from the Operating Fund and \$5,007 from the Building and Maintenance Fund. The biggest expense for the month was \$14,423 to Dynegy for the June, July and August bills. Dynegy had billing problems so the bills were just received this month. Other major expenses included \$2,429 to Call One for their August and September bills and \$2,718.75 to R&R for electrical work. The major project was lowering the lights in the emergency stairwells so that bulbs could be changed without setting up scaffolding. Trustee Tierney moved the board approve payment of the September bills. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

**DIRECTOR'S REPORT**

Fall storytimes have started up and the library is back in the swing of programming. 84 people stopped by the Smallville Booth. This was less than last year, and Trustee Carey felt overall

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attendance at the Fest was down from the previous year. The Friends earned almost \$1,000 at their August book sale. Our page, Renee Moutray, celebrated her 11<sup>th</sup> anniversary in August.

Building and Grounds: This will be covered under new business.

Finance: The auditors were at the library this week and everything went smoothly. They identified a missing replacement tax disbursement from the township from October 2016. Deanna contacted Frank Carreno and he has already issued the missing payment to the library. This will result in an additional \$5,000 in income for the library for FY 2016-2017. The auditor plans to attend the October board meeting to present the report.

Personnel and Policy: None.

Fundraising: There is a meeting scheduled for this evening after the regular board meeting.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

Summary of the Annual Report and Comparison to National Trends: Director Howard prepared a report which shows our usage statistics over the last ten years. Our annual attendance, circulation, and number of cardholders has gone down from last year. The number of programs offered increased by 32% and program attendance increased by 11%. There was a small increase, 4.2%, in computer usage. When the Plano Library is compared to national indicators for FY 2014 almost all of our usage statistics are above national averages.

Discussion/Approval of Building Repairs: The Building & Grounds Committee met last month to walk around the exterior and interior to identify repairs needed. The list of work identified is in the notes from the committee meeting. The committee agreed that the priority was the repair and repainting of exterior woodwork. The plan is to work on specifications and have a bid document ready so that work could be completed in the spring. The board also discussed work needed to a curb that was damaged by a snowplow.

**OTHER**

Trustee Karpus commented that the parking lot at the corner of North and Hugh Streets will have signage added but not lighting.

**ADJOURNMENT**

Being no further business, the meeting was adjourned at 7:21 p.m.

Respectfully submitted,  
Ceil Carey

*Ceil Carey*

*Approved as submitted 10/19/2017*