

**PLANO COMMUNITY LIBRARY DISTRICT
OCTOBER 19, 2017 REGULAR BOARD MEETING
HELD IN THE DIANA HASTINGS BOARD ROOM**

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

AUDIT REPORT

The auditor was not present when the meeting started. The Audit Report was moved on the agenda.

MINUTES

Trustee Karpus moved that the minutes of the September 21, 2017 Regular Board Meeting be approved as submitted. Motion carried, 7-0. Ayes-7, Nays-0, Absent-0.

Trustee Carey moved that the minutes of the September 21, 2017 Fundraising Committee Meeting be approved as submitted. Motion carried, 7-0. Ayes-7, Nays-0, Absent-0.

CITIZENS TO BE HEARD

None.

CORRESPONDENCE

We received correspondence from our attorney regarding recent legislation relevant to public libraries. The competitive bid threshold was increased from \$20,000 to \$25,000. The prevailing wage notice can now be posted on the library's website in lieu of publishing a notice in the newspaper. Deanna noted that this will be cost savings to the library.

FINANCIAL REPORT

Trustee Gomez reviewed the financial statements. Receipts for September 2017 totaled \$246,871. Of that amount \$244,310 was from property taxes and \$700 from transition fees. Total expenses were \$57,745. Trustee Gomez noted a formula error on the spreadsheet since we didn't budget to receive any transition fees. Trustee Karpus moved that the financial report be accepted as submitted. Motion carried, 7-0. Ayes-7, Nays-0, Absent-0.

BILLS

Bills for October 2017 totaled \$29,938. Of that amount, \$23,960 was paid from the Operating Fund and \$5,841 from the Building and Maintenance Fund. Major expenses included \$5,324 to Dynegy for electric, \$1,773 to Envisionware for automation, \$3,321 to PrairieCat for automation and \$3,548 to Trico for boiler and pump repairs. Trustee Severson asked about the payment to the Bank of New York Mellon. Deanna explained this was the annual paying agent/bond management fee. Trustee Frost made the motion to approve payment of the October 17, 2017 bills. Motion carried, 7-0. Ayes-7, Nays-0, Absent-0.

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AUDIT REPORT, BRIAN ZABEL, BRIAN ZABEL & ASSOCIATES, P.C.

Brian Zabel presented the annual audit report. Zabel & Associates have issued a clean opinion in the library's audit. There were no problems or concerns identified during the audit process. The auditors identified a missing replacement tax payment, which has already been received from Little Rock Township. Board members can read the Management Discussion & Analysis at their leisure. The net position, statement of revenues, and financial statements were discussed. The auditor talked briefly about the IMRF net pension liability. He also noted the EAV for our district had increased. The library has six months of reserves in the corporate fund, which is a healthy amount.

APPROVAL OF AUDIT REPORT

The audit report was not approved at this meeting.

DIRECTOR'S REPORT

The September Alzheimer's program and Movie Night both had good attendance. A Plano high school student has started working at the library twice a week as part of the Plano Area Special Education Cooperative job skills program. Eight first grade classes visited for stories and a tour. The Library will participate in "Treats on the Streets" the Thursday before Halloween. Four staff anniversaries were celebrated in September: Diane Ament, Di Stout, Chis Kosulic and Ilene Smit.

COMMITTEE REPORTS

Building and Grounds: There were leaks in the roof where the buildings come together and the west bay during the recent extremely strong storms on Saturday the 14th of October. Olsson Roofing will be looking into this.

Finance: The committee met before the regular board meeting to prepare the levy.

Personnel and Policy: None.

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

UNFINISHED BUSINESS

None.

NEW BUSINESS

Approve Resolution 2017-02: Resolution to Determine Estimate of Funds for FY 17-18: Trustee Severson moved to approve Resolution 2017-02. Motion carried, 7-0. Ayes-7, Nays-0, Absent-0.

Per Capita Grant Requirement – Review Serving Our Public: Chapter 12-Safety: The board reviewed the checklist at the end of the chapter. The library meets all of the safety requirements listed. Deanna showed the board the emergency and disaster planning manuals. Areas for improvement that Deanna identified are: adding signs to designated tornado shelter

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areas, adding security cameras to the building when the budget allows, scheduling annual safety training with the fire and police departments, and looking into the purchase of an AED (automated external defibrillator).

Per Capita Grant Requirement – Review Trustee Facts File Chapter 1-5: The board reviewed the required chapters. Trustees were reminded that no individual trustee can speak or act for the board. Ethical responsibilities include: do not voice opposition to board decisions in public; refer patron/public request for information to the library director; refer staff grievances to the library director; refer complaints to the library director; be mindful and comply with the Open Meetings Act requirements; and support open access to information and resist censorship. Also, the history of public libraries, particularly in the United States was covered. Trustees reviewed the “Board Organization” chapter. Deanna indicated the Board Constitution and Bylaws will be reviewed next month. Trustees reviewed the “Legal Responsibilities and Liability” chapter. Deanna noted that the library carries “Directors and Officers” insurance. In the “Policymaking” chapter trustees were reminded of the difference between policy and procedure.

Per Capita Grant Requirement – Services Provided by the Illinois State Library Literacy Program: Trustees reviewed the services provided. Grants are provided, but generally awarded to libraries in larger communities with larger staff and greater need.

Per Capita Grant Requirement – Online Education Opportunity Focusing on Safety: Deanna has identified the training for staff. She is looking for appropriate safety training for trustees. She will send an email and ask trustees to complete the training.

Christmas Party: It was determined to have the annual board Christmas party at the Lakeview Grille on the 21st of December at 7pm. Trustee Severson will make the reservations. This is a social gathering. Trustees pay for their own meals and no library business is discussed.

OTHER

None.

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:46 p.m.

Respectfully submitted,

Cecil Carey

Approved as submitted 11/16/17

Cecilia Carey