

**PLANO COMMUNITY LIBRARY DISTRICT  
NOVEMBER 16, 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 7:24 p.m. Present were Trustees Ceil Carey, Tom Karpus and Kevin Tierney. Library Director Deanna Howard was also present. Trustees Adrian Frost, Zoila Gomez and Gayle Severson were absent.

**MINUTES**

Trustee Karpus moved that the minutes of the October 19, 2017 Finance Committee Meeting be approved as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Trustee Carey moved that the minutes of the October 19, 2017 Regular Board Meeting be approved as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Trustee Tierney moved that the minutes of the October 19, 2017 Fundraising Committee Meeting be approved as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

**CITIZENS TO BE HEARD**

None.

**CORRESPONDENCE**

Ehlers & Associates monitors the Library's outstanding bond to identify any potential refunding opportunities. They issued a status report indicating that refunding the bonds at this time would not produce any savings.

The Director provided a copy of the property tax appeal paperwork for Old Second National Bank.

**FINANCIAL REPORT**

Director Howard presented the financial report in Trustee Gomez's absence. Receipts for October 2017 totaled \$18,644. Of that amount \$12,046 was from property taxes, \$4,046 from replacement taxes, and \$1,189 from fines. Total expenses for the month were \$53,456. Trustee Carey moved that the financial report be accepted as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

**BILLS**

Director Howard noted that bills for November 16, 2017 totaled \$18,366. Of that amount \$16,275 was paid from the Operating Fund and \$1,644 from the Building and Maintenance Fund. Major expenses included \$4,489 to Dynegey for electric, \$1,741 to Nicor for heating, and \$4,500 to Zabel & Associates for the audit. Trustee Karpus made the motion to approve payment of the November 16, 2017 the bills. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

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

**DIRECTOR'S REPORT**

The library offered a new phonics based kids' program in October, with 34 people in attendance between the two classes. The Messy Munchkins program also had a large turnout and the Rock Painting program was featured on the front page of Valley Life newspaper. About 600 people attended the Downtown Trick or Treating event. Thanks to Al for representing the library at this event. The Mental Health and First Aid Training had a good attendance of 14 people.

Deanna hosted a luncheon to thank all the free Summer Lunch Program volunteers. The new director of the Yorkville Library, Elisa Topper, visited to introduce herself and to see the library and meet the staff. The library custodian, Vickie, celebrated her 11<sup>th</sup> anniversary at the library.

The "Fines for Food" drive is held in November. Patrons may pay their fines by making a donation to the Plano Rockin' Christmas Program. Donations will be used to purchase perishable food items to include in the boxes that are delivered to local families in need. In December, Santa will visit and typically sees between 80-100 kids. The Christmas Tea and Kids' Christmas Tea will also be held in December.

**COMMITTEE REPORTS**

Building and Grounds: Olsson Roofing was on site and repaired the leaks in the roof.

Finance: None.

Personnel and Policy: None.

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

**UNFINISHED BUSINESS**

Accept the Audit Report: Brian Zabel presented the audit report to the board at the October meeting. Trustee Tierney made the motion to accept the audit as submitted. Motion carried in a roll call vote, 4-0. Ayes-Carey, Karpus, Tierney, Voss. Nays-0, Absent-Frost, Gomez, Severson.

Approve Ordinance 2017-05: An Ordinance Levying Taxes for FY 2017-2018: Trustee Tierney moved that Ordinance 2017-05 be adopted. Motion carried in a roll call vote, 4-0. Ayes-Carey, Karpus, Tierney, Voss. Nays-0, Absent-Frost, Gomez, Severson.

Christmas Party: Trustees will meet for a Christmas Dinner at Lakeview Grill at 7 p.m. on December 21. This is a social gathering and no library business will be discussed. Trustees will pay for their own meals.

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

**NEW BUSINESS**

Per Capita Grant Requirement – Board Constitution & Bylaws: Trustees reviewed the Board Constitution and Bylaws. The only change suggested was to update Article 7, Section 5. The threshold for contracts requiring competitive bids was increased from \$20,000 to \$25,000, in accordance with a revised state statute. Trustee Carey made the motion to approve the revision to the Board Constitution & Bylaws. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Authorize Library Director to Submit Per Capita Grant Application: Director Howard explained that the online grant application is due January 15, 2018. Trustee Karpus moved the Director be authorized to submit the Per Capita Grant Application. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Authorize Payment of December 2017 Bills: There is no regular board meeting in December. Trustee Tierney made the motion to authorize payment of the December 2017 bills. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

**OTHER**

A Per Capita Grant requirement is that one trustee must complete training focusing on safety in the library. Director Howard will coordinate the online training with Trustee Voss.

**ADJOURNMENT**

Being no further business, the meeting was adjourned at 7:34 p.m.

Respectfully submitted,  
Ceil Carey

*Approved as submitted, 1/18/18*

*Adrian X Fost*