

**PLANO COMMUNITY LIBRARY DISTRICT
JANUARY 18, 2018 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 Adrian Frost, Zoila Gomez, Tom Karpus, and Kevin Tierney. Library Director Deanna Howard was also present. Trustees Ceil Carey and Gayle Severson were absent.

APPOINT SECRETARY PRO TEMPORE

President Voss appointed Trustee Frost as the Secretary Pro Tempore. Director Howard took the minutes.

MINUTES

Trustee Karpus moved that the minutes of the November 16, 2017 Levy Hearing be approved as submitted. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Trustee Tierney moved that the minutes of the November 16, 2017 Regular Board Meeting be approved as submitted. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Trustee Tierney moved that the minutes of the November 16, 2017 Fundraising Committee Meeting be approved as submitted. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

CITIZENS TO BE HEARD

None.

CORRESPONDENCE

None.

FINANCIAL REPORT

November 2017 Financials: Treasurer Gomez reported that receipts for November 2017 totaled \$10,709. Of that amount \$9,734 was from property taxes. Total expenses for the month were \$47,642. Trustee Frost moved the November financials be approved. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

December 2017 Financials: Treasurer Gomez reported that receipts for December 2017 totaled \$2,538. Of that amount \$1,066 was from replacement taxes. Total expenses for the month were \$51,802. Trustee Gomez noted that the second quarter of the fiscal year has just finished. The library has received 94.99% of revenues and the total expenses are at 44.16%, so we are in line with our budget. Trustee Karpus moved the December financials be approved. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Approval of December 11, 2017 Bills: Treasurer Gomez reported that bills for December 11, 2017 totaled \$20,419. Of that amount, \$18,140 was paid from the Operating Fund and \$1,595 from the Building and Maintenance Fund. Major expenses for the month were \$1,223 to Call One for telephone, \$4,481 to Dynegy for electric, \$1,293 to NICOR for heating, and \$1,467 to A Corporate Printing for the newsletter. Trustee Karpus moved the board approve payment of the December 11, 2017 bills. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

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Approval of January 18, 2018 Bills: Treasurer Gomez reported that bills for January 18, 2018 totaled \$32,160. Of that amount, \$23,834 was paid from the Operating Fund, and \$7,771 from the Building and Maintenance Fund. Major expenses for the month were \$1,500 to OverDrive for eBooks, \$2,504 to Call One for the December and January phone bills, \$5,195 to Dynegy for electric, \$4,320 to Tech Pro Logic for IT support, \$3,321 to PrairieCat for automation, and \$1,627 to Four Seasons for the fall cleanup and salting/plowing. Trustee Tierney inquired if the bill to Elgin Clock Repair was for the grandfather clock. Director Howard indicated it was. Trustee Tierney moved the board approve payment of the January 18, 2018 bills. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

DIRECTOR'S REPORT

We had a good crowd for the "Visit with Santa" and everything went very smoothly. About 85 children talked to Santa and 153 people total attended that program. Circulation Manager Randy Struthers celebrated his 13-year anniversary at the Library. The annual Friends of the Library membership drive mailing will be sent in January. That typically brings in anywhere from \$400-\$1,000. Deanna reported that the Per Capita Grant application has been submitted.

COMMITTEE REPORTS

Building and Grounds: Trustee Karpus reported that he will be working on a request for proposal for the exterior wood repairs. The threshold requiring public bidding is \$25,000. This work will most likely be less than that. Several local contractors will be contacted to submit bids on the work.

Finance: A finance committee meeting is scheduled tonight to revise the budget. Director Howard also noted that the library's mortgage is due in March. First National Bank will be working on the refinancing for us. The library qualifies for the tax exempt rate, which is currently 3.6%. There will be additional information at the February board meeting.

Personnel and Policy: None.

Fundraising: Trustee Voss reported that the Christmas Tea went well. We had great musical entertainment, good food, and great teen volunteers. The committee will be looking at the possibility of a House & Garden Walk in 2019.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Bond Debt Repayment due 2-1-18: This is an FYI for board members. A bond repayment of \$417,190 is due on February 1. Deanna will take care of this.

Ordinance 2018-01: Adopting Policy Prohibiting Harassment, Discrimination, and Retaliation: A new Illinois state law requires adoption of the ordinance and policy. The documents were provided by the library's attorney. Trustee Karpus moved that Ordinance 2018-01 be approved. Motion carried, 5-0. Ayes-Gomez, Karpus, Tierney, Voss, Frost; Nays-0, Absent-Carey, Severson.

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OTHER

Trustee Tierney inquired about several cars that have been parking overnight in the lot on North and Hugh Streets. The "No Overnight Parking" signs have not been installed yet. It was noted that at this time the lot is not heavily used.

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:17 p.m.

Respectfully submitted,
Deanna Howard

*Approved as submitted,
Ceil Carey 2/15/18*