

**PLANO COMMUNITY LIBRARY DISTRICT
FEBRUARY 15, 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 Ceil Carey, Adrian Frost, Zoila Gomez, Tom Karpus and Gayle Severson. Trustee Tierney and Library Director Deanna Howard were absent.

MINUTES

Trustee Gomez moved that the minutes of the January 18, 2018 Regular Board Meeting be approved as submitted. Motion carried, 6-0. Ayes-6, Nays-0, Absent-0.

Trustee Karpus moved that the minutes of the January 18, 2018 Finance Committee Meeting be approved as submitted. Motion carried, 6-0. Ayes-6, Nays-0, Absent-0.

CITIZENS TO BE HEARD

None.

CORRESPONDENCE

None.

FINANCIAL REPORT

Approve January 2018 Financial Statements: Receipts for January 2018 totaled \$5,541. Of that amount \$3,632 was from replacement taxes. Total expenses were \$49,386. Trustee Karpus asked about a received transition fee which will be shown in the February financial report. Trustee Severson asked about the listing of "cash in Illinois funds" which the auditors suggested be included in the report. Trustee Frost asked about conference and board which is included for the director to go to conferences. Trustee Carey moved that the January 2018 financial report be accepted as submitted. Motion carried, 6-0. Ayes-6, Nays-0, Absent-0.

Approve February 15, 2018 Bills: Bills for February 15, 2018 totaled \$18,593. Of that amount, \$16,389 was paid from the Operating Fund and \$1,794 from the Building and Maintenance Fund. Major expenses included \$5,232 to Dynegy for electric, \$1,314 to Nicor for heating, \$1,887 to Cincinnati Insurance for officers' bonds, \$2,100 to Weblinx for new website design and project initiation, and \$1,331 to Four Seasons for snow removal and salting. Trustee Karpus asked about Weblinx which is the company that will be updating the website. Trustee Frost made the motion to approve payment of the February 15, 2018 bills. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

DIRECTOR'S REPORT

The director has submitted the Per Capita Grant application as well as the Interlibrary Loan Traffic Survey and Annual Library System Certification. Good attendance continues at the monthly meetings of the book discussion group and New Life for Old Bags. Jeanne Valentine is assisting a member of the *Sons of Union Veterans of the Civil War* with Plano research for their grave restoration project.

COMMITTEE REPORTS

Building and Grounds: Trustee Karpus is working on a RFP for the exterior repairs.

**PLANO COMMUNITY LIBRARY DISTRICT
FEBRUARY 15, 2018 REGULAR BOARD MEETING
HELD IN THE DIANA HASTINGS BOARD ROOM
OF THE PLANO COMMUNITY LIBRARY**

Finance: The committee met last month to revise the operating budget.

Personnel and Policy: None.

Fundraising: There is a meeting scheduled for this evening after the regular board meeting to review the Christmas Tea.

UNFINISHED BUSINESS

Follow-up regarding Policy Prohibiting Sexual Harassment & Discrimination: The Director will meet with each staff member and have them sign the revised policy.

NEW BUSINESS

Statement of Economic Interest due May 1: This is an FYI for trustees.

Approve FY 2017-2018 Revised Operating Budget: The finance committee met last month to revise the budget. Trustee Gomez moved that the FY 2017-2018 Revised Operating Budget be approved. Motion carried, 6-0. Ayes-6, Nays-0, Absent-0.

Approve First National Bank Government Certificate for refinancing of Library's Mortgage: Trustee Carey moved to approve this certificate. Motion carried, 6-0. Ayes-6, Nays-0, Absent-0.

Approve First National Bank Government Change in Terms Agreement for refinancing of Library's Mortgage: Trustee Karpus moved to approve these change in terms with a new maturity date. Motion carried, 6-0. Ayes-6, Nays-0, Absent-0.

Approve First National Bank Business Loan Agreement for refinancing of Library's Mortgage: Trustee Gomez moved this agreement be approved. Motion carried, 6-0. Ayes-6, Nays-0, Absent-0.

Authorize President and Treasurer to sign First National Bank Disbursement Request and Authorization for Library's Mortgage: Trustee Frost moved to make this authorization. Motion carried, 6-0. Ayes-6, Nays-0, Absent-0.

Authorize President to sign First National Bank Environmental Questionnaire: Trustee Frost made the motion to authorize this signature of the document concerning hazardous materials. Motion carried, 6-0. Ayes-6, Nays-0, Absent-0.

OTHER

The new amortization schedule was presented as an FYI.

ADJOURNMENT

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

Respectfully submitted,

Ceil Carey

Approved as submitted, 3/15/18

Ceil Carey