

**PLANO COMMUNITY LIBRARY DISTRICT
MARCH 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 7:02 p.m. Present were Trustees Ceil Carey, Zoila Gomez, Tom Karpus, and Kevin Tierney. Library Director Deanna Howard was also present. Trustees Adrian Frost and Gayle Severson were absent.

MINUTES

Trustee Carey moved that the minutes of the February 15, 2018 Regular Board Meeting be approved as submitted. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Trustee Carey moved that the minutes of the February 15, 2018 Fundraising Committee Meeting be approved as submitted. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

CITIZENS TO BE HEARD

None.

CORRESPONDENCE

Ehlers and Associates regularly monitors our outstanding bonds to alert the library if there are any potential refunding opportunities. They sent a letter indicating that at this time refunding would not generate significant savings to be considered.

FINANCIAL REPORT

Approve February 2018 Financial Statements: Receipts for February 2018 totaled \$2,183. Of that amount \$1,205 was from fines. Total expenses were \$45,858. Trustee Karpus asked about transition fees. He indicated more should be coming soon. Trustee Karpus moved that the February 2018 financial statements be approved as submitted. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Approve March 15, 2018 Bills: Bills for March 2018 totaled \$17,833. Of that amount, \$13,699 was paid from the Operating Fund and \$3,944 from the Building and Maintenance Fund. Major expenses included \$1,254 to Call One for telephone, \$4,478 to Dynegy for electric, \$1,546 to Sage for software, and \$1,438 to Four Seasons for snow removal. Trustee Gomez asked about Sage Software, Director Howard indicated it is the accounting software the library uses. Trustee Tierney asked about the water bill--both the high cost and how often we receive one. The bill comes every other month, the cost is always high in the winter due to all the extra mopping of salt from the floors. Director Howard noted that the City did call about the high bill to make sure we didn't have any leaks. Trustee Tierney moved the Board approve payment of the March 15, 2018 bills. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

DIRECTOR'S REPORT

The annual Family Fun Night with PH Miller was held on March 1 and was a huge success with about 135 in attendance (45 families) and 39 new cards were issued. This is a library event which outgrew our meeting room and is now held at the school to accommodate more people.

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Jeanne Valentine hosted the area librarians programming networking group at the library in February. Deanna and Jeanne are working with Weblinx on a new, mobile friendly website design.

Several ongoing collection projects are taking place at this time. Deanna has been shifting files from her office to storage and has submitted an application for the destruction of older records in compliance with the Local Records Act. Summer Reading plans are underway with the theme of Libraries Rock! Three staff anniversaries were celebrated in February: Pat, Al and Christine.

COMMITTEE REPORTS

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

Finance: Nothing new at this time, the committee will meet in May or June to prepare the FY 2018-2019 budget.

Personnel and Policy: None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Back to Books Grant Application: The Illinois State Library is offering a Back to Books Grant. Jeanne Valentine has prepared the application and we have asked for \$2,000 to update a variety of subjects in the adult nonfiction collection.

Request for proposals on exterior repairs: The request for proposals is for exterior repairs prioritized after the walk through done by the Building and Maintenance Committee. The work outlined is 1) West bay—work to replace the rotted decorative railing and trim, 2) Ground sign—replace rotted wood, and 3) Replace gutters and downspouts on original library and cover existing wood fascia and soffit with prefinished aluminum brake metal. Two alternates are also included in the RFP. Separate prices are requested for each part of the work and alternates so the board can determine what work can be afforded.

Trustee Karpus will contact some local contractors and the RFP will also be published in the local paper, posted in the library, and on the library's website. Trustee Gomez asked if 120 days would be enough time for the work to be completed. Trustee Karpus indicated the intent was for the work to be finished before the bad weather of fall/winter. Trustee Karpus noted the contractor's insurance requirements included in the RFP are similar to city parameters and have been reviewed by our insurance agent. Director Howard mentioned that the letters on the sign are faded and may need to be replaced or painted. Trustee Karpus will look at them. Trustee Karpus will make some minor changes to the Request for Proposal, after which it will be posted. Proposals must be submitted by 5:00 p.m. on April 16. The bids will be reviewed at the

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April board meeting. Trustee Karpus made the motion to authorize sending out the Request for Proposals for repair work. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

OTHER

The fishing poles were discussed. Due to Director Howard's safety concerns about loaning the poles they will be returned to the Mayor.

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:37 p.m.

Respectfully submitted,
Ceil Carey

*Approved as submitted, 4/19/18
Adrian X Forest*