

**PLANO COMMUNITY LIBRARY DISTRICT  
APRIL 19, 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 7:01 p.m. Present were Trustees Zoila Gomez, Tom Karpus, and Adrian Frost. Library Director Deanna Howard was also present. Trustees Ceil Carey, Gayle Severson, and Kevin Tierney were absent.

**APPOINT SECRETARY PRO TEMPORE**

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

**MINUTES**

Trustee Gomez moved that the minutes of the March 15, 2018 Regular Board Meeting be approved as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

**CITIZENS TO BE HEARD**

None.

**CORRESPONDENCE**

The Board reviewed a letter from the attorney regarding the use of private devices and the Freedom of Information Act. We received two grant award letters from the Secretary of State's Office. The FY 2018 Per Capita Grant was approved and the amount will be \$16,383.75. The Library's "Back to Books" grant application prepared by Jeanne Valentine was approved for the requested amount of \$2,000.

**FINANCIAL REPORT**

Approve March 2018 Financial Statements: Trustee Gomez presented the financial report. Receipts for March 2018 totaled \$6,314. Of that amount \$3,222 was from replacement taxes. Total expenses were \$47,712. We just finished the third quarter of our fiscal year. We have received 97.96% of our revenues and our total expenses are at 67.02%. We are in line with our budget. Trustee Gomez asked Deanna if we were expecting any additional replacement tax disbursements. Deanna said there should be at least one more before the end of the fiscal year. Trustee Karpus moved that the March 2018 financial statements be approved as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Approve April 19, 2018 Bills: Trustee Gomez reported that bills for April 2018 totaled \$29,293. Of that amount, \$25,508 was paid from the Operating Fund and \$3,510 from the Building and Maintenance Fund. Major expenses included \$2,569 to Call One for telephone, \$3,410 to Dynegy for electric, \$1,109 to Nicor for heating, \$2,400 to First Insurance Group for the surety bond, \$4,939 to Tech Pro Logic for Professional Services, \$3,321 to PrairieCat for automation, and \$1,088 to ThyssenKrupp for elevator maintenance. Trustee Karpus moved the Board approve payment of the April 19, 2018 bills. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

**PLANO COMMUNITY LIBRARY DISTRICT  
APRIL 19, 2018 REGULAR BOARD MEETING  
HELD IN THE DIANA HASTINGS BOARD ROOM  
OF THE PLANO COMMUNITY LIBRARY**

**DIRECTOR'S REPORT**

Staff training will be held on May 1 and the library will open at 2pm that day. Officer Barks from the Plano Police Department will be here to present active shooter response training. Little Rock Fox Fire Protection personnel will also be here to hold fire alarm evacuation drills. Deanna reported that the burglar and fire alarm systems were inspected this month and all systems are operational. Summer Reading plans have been finalized and the summer newsletter prepared for printing. The newsletter will be in homes in mid-May. Deanna appeared on WSPY TV and radio this month to promote library programs and for the "book club" TV and radio features. The Friends of the Library book sale continues through April 28.

**COMMITTEE REPORTS**

Building and Grounds: No report.

Finance: Will meet soon to prepare the FY 2018-2019 budget.

Personnel and Policy: Trustee Voss called a meeting for 6:30 p.m. on May 17 to complete the Director's Evaluation. The evaluation form was included in the board packets as an FYI for Trustees.

**UNFINISHED BUSINESS**

Statement of Economic Interest Due May 1: Trustees were reminded of the deadline.

**NEW BUSINESS**

Award Bid(s) for Exterior Repair Work: President Voss opened and read the bids for exterior repair work. Bids were received from A&B Exteriors, Extreme Exteriors, and Lite Construction.

Bid #1: Replace all rotted wood members of decorative railing on top of west bay windows. Replace all rotted wood trim members. Match existing wood material. Re-paint decorative railing and trim at bay window in its entirety.

A&B Exteriors: \$16,806.00. Price includes the replacement of the roof on the west bay.

Extreme Exteriors: \$6,635.00

Lite Construction: \$12,970.00

Alternate #1: Submit price to cover entire decorative railing in prefinished aluminum brake metal.

A&B Exteriors: no alternate provided, noted that metal cannot be wrapped on rotted wood.

Extreme Exteriors: +\$2,275.00

Lite Construction: \$16,400.00

Bid #2: Replace all rotted wood members of existing ground sign. Match existing wood materials. Re-paint in its entirety. Reinstall existing metal letters upon completion.

A&B Exteriors: \$4,646.40

Extreme Exteriors: \$1,875.00

Lite Construction: \$5,467.00

**PLANO COMMUNITY LIBRARY DISTRICT  
APRIL 19, 2018 REGULAR BOARD MEETING  
HELD IN THE DIANA HASTINGS BOARD ROOM  
OF THE PLANO COMMUNITY LIBRARY**

Alternate #2: Submit price to cover all exposed wood on sign with prefinished aluminum brake metal.

A&B Exteriors: no alternate provided

Extreme Exteriors: +\$1,450.00

Lite Construction: \$11,200.00

Bid #3: Replace gutters and downspouts on original library with new prefinished aluminum gutters and downspouts of similar size and color. Cover existing wood fascia and soffit at original library building with prefinished aluminum brake metal.

A&B Exteriors: \$8,249.51

Extreme Exteriors: \$6,930.00

Lite Construction: \$39,387.00

Extreme Exteriors also identified and provided pricing for 3 additional alternates:

Alternate #3: Replace all rotted wood top railings on the east side of the building with cedar.

Repaint decorative railing in its entirety with 2 coats of stain. \$3,290.00

Alternate #4: Replace the rail at the top of the east and west side of the building in its entirety with white AZEK PVC instead of wood. \$5,650.00

Alternate #5: Remove and replace the wood sign with white AZEK PVC instead of wood. \$1,775.00.

The board discussed the various bid proposals. Extreme Exteriors was determined to be the lowest bidder. Trustee Frost moved the Board accept the bids from Extreme Exteriors. There was further discussion about whether or not the roof on the west bay needed to be replaced, and if so, who the appropriate contractor would be. There was a discussion about having Olsson Roofing look at the west bay roof. Deanna noted there are ongoing leaking problems with that roof. Trustee Karpus suggested we might need additional information and clarification on some of the bid items. A&B Exterior's Bid #1 includes replacement of the roof. They may need to be asked to separate this cost from the other work in Bid #1. Extreme Exteriors should be asked if they do rubber roofs, and if so, to provide a cost for the replacement. After more discussion Trustee Frost withdrew his motion. Trustee Frost then made a motion to send the bids for exterior repair work back to the Building & Grounds Committee to gather more information and for further review. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

**OTHER**

None.

**ADJOURNMENT**

Being no further business, the meeting was adjourned at 8:06 p.m.

Respectfully submitted,  
Deanna Howard

*Approved as submitted, 5/17/18  
Cecelia Carey*