

**MAY 17, 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, Tom Karpus, Gayle Severson and Kevin Tierney. Also present was Library Director Deanna Howard. Trustee Zoila Gomez was absent.

MINUTES

Trustee Frost moved that the minutes of the April 19, 2018 Regular Board Meeting be approved as submitted. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Trustee Karpus moved that the minutes of the April 26, 2018 Building & Grounds Committee Meeting be approved as submitted. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

CITIZENS TO BE HEARD

None.

CORRESPONDENCE

None.

FINANCIAL REPORT

Approve April 2018 Financial Statements: Director Howard presented the financial report. Receipts for April 2018 totaled \$3,409. Of that amount \$1,400 was from transition fees and \$1,216 from fines. Total expenses were \$44,115. Trustee Severson moved that the April 2018 Financial Statements be accepted as submitted. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Approve Payment of the May 17, 2018 Bills: Bills for May 2018 totaled \$31,593. Of that amount, \$21,795 was paid from the Operating Fund, \$4,914 from the Building and Maintenance Fund, and \$4,883 from the Per Capita Fund. Major expenses for the month were \$13,088 to Cincinnati Insurance for building & contents and workers compensation insurance, \$3,920 to Dynegy for electric, \$2,703 to Four Seasons Landscaping for the spring cleanup and installation of mulch, and \$2,511 to ProQuest for the genealogy databases. Trustee Carey made the motion to approve payment of May 17, 2018 bills. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

DIRECTOR'S REPORT

Summer Reading will start June 1st and final details are being put into place. The Summer Newsletter arrived in homes this week and has produced a lot of excitement over summer program. Program highlights include Essential Oils for adults; Abe Lincoln's Hat, featuring Judge Krentz, for kids; and movies for teens.

The Friends of the Library earned over \$800 at the April Book Sale. At their May meeting the Friends voted to give the Library \$2,500 to support programming.

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The free summer lunch program will again be held this year in Plano. Deanna, Jane, and Ceil will represent the library by serving lunches one day a week. All Plano Kindergarten classes have been visiting the library during the month of May for stories and a tour.

COMMITTEE REPORTS

Building and Grounds: One rooftop air conditioning unit is not regulating properly. There has been difficulty getting replacement parts from Carrier. At this time we are not certain what the repairs to the unit will cost, or if a replacement will be needed. A new unit could cost \$40,000-\$50,000. TRICO is doing their best to make the repairs needed.

Finance: The finance committee will meet before the June meeting to prepare the FY 2018-2019 operating budget.

Personnel and Policy: The Personnel and Policy committee met before the regular board meeting to complete the Director's evaluation.

Fundraising: The Fundraising committee will meet in June.

VOTE TO ENTER CLOSED SESSION

The board did not enter closed session but rather was given, to consider, the Director's request for an additional week of vacation rather than a raise. Deanna has been employed by the library for eighteen years. A discussion ensued about raises, vacation, and wages. The Director will be asking for a 4% raise for staff as part of the FY 2018-2019 budget. Trustee Karpus asked for a breakdown of staff wages. Deanna will have this for the finance committee meeting next month.

UNFINISHED BUSINESS

Award Bids for Exterior Repair Work: Trustee Karpus reviewed the bid tabulation for the exterior repair work. Extreme Exteriors is the lowest bidder, with a total cost for repairs of \$22,540. The Building & Grounds Committee recommends accepting the bids from Extreme Exteriors for Item #1 and Alternate #1; Item #2 and Alternate #2, and Item #3. Trustee Tierney moved to award the bid to Extreme Exteriors for a cost of \$22,540. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1. The board discussed the payout process. Trustee Karpus will determine if the work is completed to the library's satisfaction.

There was also a discussion about the funds available for future repair work and the possible air conditioning repairs. Director Howard noted that money in the special reserve fund (\$21,388) and the corporate fund balance (\$178,692 at the beginning of the year) could be used to pay for repairs. The FY 2018-2019 budget will also include \$40,000 for repairs.

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NEW BUSINESS

Approve Resolution 2018-01: Resolution to Adopt Non-Resident Library Card Fee: Director Howard presented the non-resident fee formula based on current statistics. The fee should be \$270 per year. Trustee Karpus moved the board approve Resolution 2018-01. Motion carried in a roll call vote, 6-0. Ayes-6: Severson, Karpus, Tierney, Voss, Carey, Frost: Nays-0, Absent: Gomez.

OTHER

Smallville Superfest Booth: The library will once again have a booth at Smallville, manned by Friends and board members. Trustee Severson has a tent for that use. The Friends will be hosting a raffle during Smallville. Trustee Karpus informed Deanna that the Friends would need a raffle permit. Deanna will take care of this paperwork. There will also be some type of contest, all with the idea of drawing more people to the booth.

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:30 p.m.

Respectfully submitted,
Ceil Carey

*Approved as submitted, 6/21/18
Ceil Carey*