

**PLANO COMMUNITY LIBRARY DISTRICT  
AUGUST 16, 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 7:05 p.m. Present were Trustees Ceil Carey, Adrian Frost, Zoila Gomez, and Tom Karpus. Library Director Deanna Howard was also present. Trustee Gayle Severson was absent.

**MINUTES**

Trustee Gomez moved that the minutes of the July 19, 2018 Finance Committee Meeting be approved as submitted. Motion carried, 5-0. Ayes-5, Nays-0, Absent-1.

Trustee Carey moved that the minutes of the July 19, 2018 Regular Board Meeting be approved as submitted. Motion carried, 5-0. Ayes-5, Nays-0, Absent-1.

Trustee Frost moved that the minutes of the July 19, 2018 Secretary's Audit Committee Meeting be approved as submitted. Motion carried, 5-0. Ayes-5, Nays-0, Absent-1.

**CITIZENS TO BE HEARD**

None.

**CORRESPONDENCE**

None.

**FINANCIAL REPORT**

Approve July 2018 Financial Statements: Receipts for July 2018 totaled \$350,562. Of that amount \$342,959 was from property taxes. Total expenses were \$44,015. Trustee Karpus moved that the financial report be accepted as submitted. Motion carried, 5-0. Ayes-5, Nays-0, Absent-1.

Approve August 16, 2018 Bills: Bills for August 16, 2018 totaled \$61,654. Of that amount, \$57,316 was paid from the Operating Fund and \$3,087 from the Building and Maintenance Fund. Major expenses for the month included \$7,322 to Dynegy for electric, \$22,540 to Extreme Exteriors for building repairs, and \$15,000 to TechPro Logic for IT support. Trustee Gomez asked about the large amount for Dynegy. Deanna noted that generally the library has one larger bill from them in the summer. Trustee Frost moved the board approve payment of the August 16, 2018 bills. Motion carried, 5-0. Ayes-5, Nays-0, Absent-1.

**DIRECTOR'S REPORT**

Summer Reading finished on July 31<sup>st</sup> with registrations up a little from 2017. The Teen program completion rate particularly took a nice jump. The September-December newsletter was mailed to homes. Among other programs, Jeanne Valentine and Anne Sears are presenting "Creating Plano's Photo History Book" and Plano resident Jerri Lynn Baker will do a program called "Seize the Day".

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A booth at Smallville is planned. It will be manned by board members, Friends of the Library, and other volunteers. Jeanne Valentine completed the "Plano Gardens and Historic Sites Walking Tour" brochure and it has turned out beautifully.

**COMMITTEE REPORTS**

Building and Grounds: The committee met before the regular meeting tonight. They walked around the building to identify items that need repair and prioritize those. Phase 2 is repairs to the east entrance facade. Phase 3 will be addressing the problem with the roof where the original library and addition meet. Phase 4 will be to cover wood windows and trim at the front entrance and north window wall with aluminum.

Finance: Deanna noted that the audit is scheduled for September 17. The presentation to the board will most likely be in November.

Personnel and Policy: Personnel and Policy has nothing new to report.

Fundraising: The Fundraising committee will meet after the regular board meeting.

**UNFINISHED BUSINESS**

Discuss Trustee Vacancy: Natalie Kollmann was present and expressed an interest in filling the board vacancy. She gave the board some information about herself. A letter of interest was also received from JoAnn Gryder. There was a short discussion on the procedure for filling the vacancy. The President appoints the new member, and the appointment is voted on by the board.

**NEW BUSINESS**

Phase 2 of Exterior Repairs: The west bay project is concluded. Phase 2 repairs will be for the East Entrance Facade. This includes replacing and covering the trellis work with aluminum, replacing the roof on the bay, and repairing the doors. The double doors are damaged due to the sun. They will be covered with aluminum, which is essentially maintenance free.

Discuss/Accept bid from Extreme Exteriors for Phase 2 Repairs: The board reviewed the bid from Extreme Exteriors of \$9,750 for the Phase 2 repairs. Trustee Karpus noted that the repair to the fascia and trim is not included in the bid. He will clarify with Extreme Exteriors if this work was included in the price. There may be some additional cost if they did not include it. Trustee Karpus moved the board accept the bid from Extreme Exteriors, at a cost not to exceed \$10,500. Motion carried, 5-0. Ayes-5, Nays-0, Absent-1

Adopt Ordinance 2018-04: FY 19-10 Budget and Appropriations Ordinance: Trustee Carey moved the board adopt Ordinance 2018-04: FY 18-19 Budget and Appropriations Ordinance. Motion carried, 5-0. Ayes-5, Nays-0, Absent-1.

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Approve the Chief Fiscal Officer's Estimate of Revenues by Source: Trustee Gomez made the motion to approve the Chief Fiscal Officer's Estimate of Revenues by Source. Motion carried, 5-0. Ayes-5, Nays-0, Absent-1.

Accept the Illinois Public Library Annual Report: This report is an annual requirement and gathers statistical data about the library's finances, collections, and usage. Deanna asked if there were any questions about the report and explained why some field show a "-1" in them. Deanna noted that she will have the trend data available next month. Trustee Frost moved to accept the Illinois Public Library Annual Report. Motion carried, 5-0. Ayes-5, Nays-0, Absent-1. President Voss and Secretary Carey will enter their electronic signatures after the board meeting.

Quorum for upcoming meets/Reschedule upcoming meetings: The director surveyed the board members that were present to determine quorums for upcoming meetings. The September meeting was rescheduled to September 27. The October 18 and November 15 meetings will stand.

**OTHER**

Trustee Karpus noted that the library should be receiving more transition fee revenue than originally anticipated due to jump in new housing construction.

**ADJOURNMENT**

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

Respectfully submitted,  
Ceil Carey

*Approved as submitted, 9/27/18*

*Cecelia Carey*