

**PLANO COMMUNITY LIBRARY DISTRICT
NOVEMBER 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 7:03 p.m. Present were Trustees Ceil Carey, Tom Karpus, and Natalie Kollmann. Library Director Deanna Howard was also present. Trustees Adrian Frost, Zoila Gomez, and Gayle Severson were absent.

MINUTES

Trustee Karpus moved that the minutes of the October 18, 2018 Finance Committee Meeting be approved as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Trustee Carey moved that the minutes of the October 18, 2018 Regular Board Meeting be approved as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

CITIZENS TO BE HEARD

None.

CORRESPONDENCE

None.

FINANCIAL REPORT

Approve October 2018 Financial Statements: Director Howard reported that receipts for October 2018 totaled \$15,898. Of that amount \$12,525 was from property taxes and \$786 was from fines. Total expenses for October were \$53,862. Trustee Carey moved that the October 2018 Financial Statements be accepted as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Approve November 15, 2018 Bills: Director Howard reported that bills for November 15, 2018 totaled \$25,085. Of that amount \$12,389 was paid from the Operating Fund, \$3,380 from the Building and Maintenance Fund, \$4,950 from the Audit Fund, and \$4,458 from the Per Capita Fund. Major expenses for the month were \$4,594 to Dynegy for electric, \$2,240 to Nicor for heating, \$2,498 to Envisionware for the PC Reservation, Express Checkout and Print Release software, \$4,950 to Brian Zabel & Associates for the audit, and \$1,907 to Steamguard for carpet cleaning. Trustee Kollmann moved that the November 15, 2018 bills be approved. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

DIRECTOR'S REPORT

October produced some good numbers for programs such as kids' Messy Munchkins (64), Legos (42), and Sounds Fun (20). For adults, we had great attendance (26) at Jerri Lynn Baker's "Seize the Day" program. We also had a good number (17) at the adult movie. New Life for Old Bags and the Book Discussion group continue to have strong attendance each month.

1950-1989 Plano High School yearbooks have been sent off for free digitization. Vickie Coveny, the library's janitor, celebrated her 12th anniversary of employment in October. Yearly

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Christmas programs are coming up, the Visit with Santa and the Christmas Tea. This will make for a very busy week. Trustee Kollmann asked why the library did not participate in the Downtown Trick-or-Treat this year. Deanna explained that she was out of town so staffing was short and we were not able to participate.

COMMITTEE REPORTS

Building and Grounds: Work on the east wing continues but there is no completion date at this time.

Finance: None.

Personnel and Policy: None.

Fundraising: Trustee Carey mentioned that the Christmas Tea will be held soon. Trustee Voss will emcee, Trustee Kollmann will work with the teen servers, and Trustee Gomez will help in the kitchen. Trustee Carey was asked for a bio of the performer for the emcee and recipes and bread tube instructions for the director.

UNFINISHED BUSINESS

Approve Ordinance 2018-06-Amended Budget & Appropriations Ordinance: This amended ordinance corrects a clerical error in the amount levied for the bond debt repayment. Trustee Karpus made the motion to approve Ordinance 2018-06. In a roll call vote, motion carried, 4-0. Ayes-Carey, Karpus, Kollmann, Voss. Nays-0, Absent-Frost, Gomez, Severson.

Approve Ordinance 2018-07-An Ordinance Levying Taxes for FY 2018-2019: Trustee Carey made the motion to approve Ordinance 2018-07. In a roll call vote, motion carried, 4-0. Ayes-Carey, Karpus, Kollmann, Voss, Nays-0, Absent-Frost, Gomez, Severson.

Christmas Party: The annual Christmas party for board members and their guests will be on December 20th a 6:30 p.m. at the Lakeview Restaurant. Trustee Severson will be contacting everyone so that she can confirm the number for the reservation. This is a social gathering. Trustees pay for their own meals and no library business is discussed.

NEW BUSINESS

Authorize Payment of December 2018 Bills: The library board does not meet in December, so payment of the bills is authorized in advance. Trustee Karpus made the motion to authorize payment of the December 2018 bills. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Authorize Payment to Extreme Exteriors upon satisfactory completion of work: Trustee Kollmann moved that payment of \$12,550 be made to Extreme Exteriors upon satisfactory

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completion of the work on the east entrance facade. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

OTHER

Trustee Kollmann asked about the black border notice and why it looks as if there is an increase of 200% in taxes. The Director explained that the library asks for a large increase in order to capture any new growth in the district. Kendall County is under the tax cap, so taxes on existing property is always limited to 5% or the CPI, whichever is less.

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:25 p.m.

Respectfully submitted,
Ceil Carey

Ceil Carey
Approved as submitted, 1/17/19