

**PLANO COMMUNITY LIBRARY DISTRICT
SEPTEMBER 27, 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, Zoila Gomez, and Tom Karpus. Library Director Deanna Howard was also present. Trustee Gayle Severson was absent.

APPOINTMENT AND VOTE TO FILL TRUSTEE VACANCY

President Voss made a few comments about choosing the candidate to fill the trustee vacancy. We were very fortunate to have two interested candidates, each of whom would have been an asset to the board. In selecting the candidate to fill the trustee vacancy one of her main goals is to have diversity on the board, with age as well as experience. President Voss announced that she has selected Natalie Kollmann to fill the trustee vacancy. Trustee Frost made the motion to approve Natalie Kollmann to fill the trustee vacancy. Motion carried, 5-0. Ayes-5, Nays-0, Absent-1.

OATH OF OFFICE FOR NEW TRUSTEE

Natalie Kollmann took the oath of office to become a member of the Plano Community Library District Board of Trustees. The board welcomed Natalie.

MINUTES

Trustee Karpus moved that the minutes of the August 16, 2018 Building & Grounds Committee Meeting be approved as submitted. Motion carried, 5-0. Ayes-5, Nays-0, Absent-1, Abstain-1.

Trustee Gomez moved that the minutes of the August 16, 2018 Budget & Appropriations Hearing be approved as submitted. Motion carried, 5-0. Ayes-5, Nays-0, Absent-1, Abstain-1.

Trustee Frost moved that the minutes of the August 16, 2018 Regular Board Meeting be approved as submitted. Motion carried, 5-0. Ayes-5, Nays-0, Absent-1, Abstain-1.

Trustee Carey moved that the minutes of the August 16, 2018 Fundraising Committee Meeting be approved as submitted. Motion carried, 5-0. Ayes-5, Nays-0, Absent-1, Abstain-1.

CITIZENS TO BE HEARD

None.

CORRESPONDENCE

None.

FINANCIAL REPORT

Approve August 2018 Financial Statements: Treasurer Gomez reported that receipts for August 2018 totaled \$116,311. Of that amount \$111,706 was from property taxes. Total expenses were \$86,130. Trustee Karpus moved that the August 2018 Financial Statements be accepted as submitted. Motion carried, 5-0. Ayes-5, Nays-0, Absent-1, Abstain-1.

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Approve September 27, 2018 Bills: Treasurer Gomez reported that bills for September 27, 2018 totaled \$29,839. Of that amount, \$21,578 was paid from the Operating Fund and \$3,609 from the Building and Maintenance Fund. Major expenses for the month included \$2,722 to Call One for telephone, \$6,828 to Dynegy for electric, \$3,676 to Nicor for heating, and \$1,539 to A Corporate Printing for the summer newsletter. Trustee Carey moved to approve the September 27, 2018 bills. Motion carried, 5-0. Ayes-5, Nays-0, Absent-1, Abstain-1.

DIRECTOR'S REPORT

Kids Library staff member, Al, represented the library at the Plano Back to School Bash. He spoke with approximately 150 people and signed up four people for new cards. 59 people stopped by the library booth during Smallville. This is less than the last two years but attendance in general was lower. The Friends' August book sale raised over \$1,000 and the basket raffle \$150. Brigit McCormack began in August at the Checkout Desk. Renee Moutray celebrated her 12th anniversary at the library. 120 seventh grade students visited the library on a field trip with 70 new cards being issued. This may become an annual event.

Building and Grounds: Will cover this under new business.

Finance: Deanna announced that the auditors were at the library for two days last week. They plan to present the audit report at the October meeting.

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

Fundraising: Trustee Carey mentioned she had located the phone numbers for both the Dunn-Deaton garden and the Wouda-Hellinga garden and left messages about next years' house and garden walk.

UNFINISHED BUSINESS

Discuss and Approve Extreme Exteriors Phase 2 Bid Alternates: In August the Board approved the bid from Extreme Exteriors for repairs to the east facade. The original bid amount was \$9,750, but did not include covering the trim and fascia with aluminum. Extreme Exteriors has presented two alternates for this work. Alternate #1, \$2,750, includes removing and replacing the existing crown molding with Hardie board crown molding painted to match, and wrapping the existing fascia with aluminum. Alternate #2, \$2,300, includes capping over the existing crown molding with aluminum, and wrapping the existing fascia with aluminum. The Board discussed the options. Option #1 would keep some of the detail, but would require more maintenance because it would need to be painted regularly. Pros and cons were considered. Trustee Karpus moved the board accept Alternate #2, at a cost of \$2,300. Motion carried, 5-0. Ayes-5, Nays-0, Absent-1, Abstain-1.

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Trustee Election-April 2019: Trustees Tom Karpus and Natalie Kollmann will need to run in the April election. Director Howard had their election packets for them. Deanna also reviewed some new eligibility requirements for candidates, including: candidates must live in the library district at least one year as of filing of a nomination petition; candidates must not be delinquent in paying real estate taxes to the library or have “other indebtedness to the library; and candidates must not have a conviction for any “infamous crime, bribery, perjury, or other felony”.

NEW BUSINESS

Summary of the Annual Report and Comparison to National Trends: Director Howard presented the summary. Annual attendance was down and the number of items checked out declined. The number of in-house computer usage increased and program attendance also increased. The collection remains stable and staff is aggressively weeding to have enough room for new items. Books are 60% of what is checked out and e-Book circulation is also up. Deanna noted that when compared to national indicators almost all of our statistics exceed national averages.

Per Capita Grant Requirement-Serving Our Public, Chapter 8: The Director gave a short overview of the Per Capita Grant to new trustee Kollmann. In going over chapter 8, the Director pointed out that reference service policy needs to be updated. Besides providing voter information, voter registration is also available at the Library. Director Howard noted that it would be good to provide staff with continuing education in Reader’s Advisory and a short discussion about Reader’s Advisory ensued.

Per Capita Grant Requirement-Trustee Facts File, Chapters 6-10: Notes from our discussion on Chapter 6: As a library trustee, we are committed to freedom of information. We do filter the Internet at the library, but only for pornography. The library places no restrictions on what material can be checked out. This is between a parent and child. Chapter 7: We have information on Long Range Planning. Chapter 8: The Director is the board’s only employee. Job descriptions need to be updated. Chapter 9: Alteration of facilities will not be needed for a long time due to the planning when the building was erected. We are working on facility maintenance needs. Chapter 10: The library is subject to the property tax cap. Our finances have checks in place to ensure fiscal honesty—a bookkeeper, monthly financial statements reviewed by the Treasurer, and an annual audit.

Per Capita Grant Requirement-Illinois Veterans’ History Project: Trustees were given a fact sheet about the Illinois Veteran’s History Project so that we could be aware of it. Information on this will also be on Facebook.

Per Capita Grant Requirement-Online Education Opportunity focusing on meeting the needs of patrons with challenges or disabilities: The Director is reviewing some training options for staff and the board.

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OTHER

Trustee Karpus informed the board that Police Chief Whowell has looked into social archiving services so that the Plano Police Department will be able to comply with the Freedom of Information Act (FOIA). They have selected Archive Social as the vendor. The Archive Social service allows for up to 10 subaccounts, and the Plano Police Department has extended the option to other local government agencies to participate in the service and share the cost. Director Howard and Jeanne Valentine had a meeting with Detective Morton and Lt. Allison and Deanna has agreed to participate in the service. Facebook is the only form of social media currently used by the Library.

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:48 p.m.

Respectfully submitted,

Ceil Carey *Approved as submitted, 10/18/18*

Ceil Carey