

**PLANO COMMUNITY LIBRARY DISTRICT
JANUARY 17, 2019 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, Tom Karpus and Gayle Severson. Library Director Deanna Howard was also present. Trustee Natalie Kollmann was absent.

MINUTES

Trustee Frost moved that the minutes of the November 15, 2018 Trustee Orientation Meeting be approved as submitted. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Trustee Gomez moved that the minutes of the November 15, 2018 Levy Hearing be approved as submitted. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Trustee Carey moved that the minutes of the November 15, 2018 Regular Board 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 November 2018 Financial Statements: Treasurer Gomez reported that receipts for November 2018 totaled \$8,431.41. Of that amount \$7,498 was from property taxes. Total expenses were \$62,236. Trustee Karpus moved that November 2018 financial statements be accepted as submitted. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Approve December 2018 Financial Statements: Treasurer Gomez reported that receipts for December 2018 totaled \$3,046.81. Of that amount \$1,164 was from replacement taxes, \$700 from transition fees, and \$586 from fines. Total expenses were \$41,853. We have just finished the 2nd quarter of the fiscal year, having received 95% of our revenues with total expenses at 50.86%, making us in line with our budget. Trustee Frost moved that this financial report be accepted as submitted. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Approve December 17, 2018 bills: Bills for December 2018 totaled \$44,662. Of that amount, \$27,495 was paid from the Operating Fund and \$14,712 from the Building and Maintenance Fund. Major expenses for the month were \$2,808 to Call One for telephone, \$3,482 to Dynege for electric, \$2,336 to Nicor for heating, \$12,550 to Extreme Exteriors for the east facade, \$1,539 to A Corporate Printing for the newsletter, and \$8,678.76 to TRICO for HVAC repairs. Trustee Severson moved the December 17, 2018 bills be approved. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

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Approve January 17, 2019 bills: Bills for January 2019 totaled \$17,191. Of that amount, \$12,734 was paid from the Operating Fund and \$2,384 from the Building and Maintenance Fund. Major expenses for the month were \$4,137 to Dynegy for electric, \$3,546 to PrairieCat for automation, and \$1,507 to Baker & Taylor for books. Trustee Carey moved the January 17, 2019 bills be approved. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

DIRECTOR'S REPORT

183 people were at the library for the "Visit with Santa", with 89 children visiting with him. It was a very nice event that went smoothly. Randy, our Circulation Manager, celebrated his 14th anniversary of working at the Library in December. The new website went live in December and looks great. One of the best new points about it is that it is mobile friendly. Deanna thanked Jeanne Valentine for all her work on the new website.

The annual membership drive for the Friends of the Library is this month and generally brings in from \$400-\$1,000. The director has submitted the Per Capita Grant application. If the State has enough money to fully fund Per Capita Grants this year our award could be around \$16,000. If they are only able to partially fund grants it would be anywhere from \$10,000 to \$16,000. Regular storytimes have begun after the long break in December.

COMMITTEE REPORTS

Building and Grounds: The east exterior work is completed. Trustee Carey asked about snow removal at the library – what time do they come, if we are in a queue, etc. The walks were not shoveled before the library opened during a recent snowstorm and it was concerning to the attendees at New Life for Old Bags. The Director responded that they generally do not come until the snow has stopped, although they try to always shovel at least once before we open. They were not able to get to us before opening on this day.

Finance: The Finance Committee met just before the regular board meeting to revise the operating budget. This will be discussed at the February meeting.

Personnel and Policy: None.

Fundraising: Trustee Carey reported that the Christmas Tea went well. This committee will meet directly after the regular board meeting.

UNFINISHED BUSINESS

None.

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NEW BUSINESS

Adopt Ordinance 2019-01: Ordinance Amending Purpose of the Special Reserve Fund: Trustee Karpus moved Ordinance 2019-01 be adopted. Motion carried, roll call vote. 6-0. Ayes-Karpus, Gomez, Severson, Frost, Carey, Voss. Nays-0, Absent-Kollmann.

HVAC System Repairs and Prior Bid Acceptance from Integrated Building Automation: Trustee Karpus explained that a motor has failed on the economizer of one of the rooftop units. Carrier is no longer making replacement parts for these units. TRICO suggested a solution that involves working with a building control company for an economizer retrofit control. After discussing all the options with TRICO Trustee Karpus and Director Howard previously accepted a bid of \$7,460 from Integrated Building Automation for this project. There is no guarantee this will completely fix the problem but it is the best option to try at this time.

Bond Debt Repayment due 2/1/2019: This bond payment of \$433,290 due on February 1 has been made.

OTHER

None.

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:21 p.m.

Respectfully submitted,
Ceil Carey

Approved as submitted, 2/21/19

Ceil Carey