

**PLANO COMMUNITY LIBRARY DISTRICT
FEBRUARY 21, 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, Tom Karpus and Natalie Kollmann. Library Director Deanna Howard was also present. Trustees Zoila Gomez and Gayle Severson were absent.

REQUEST FOR REINSTATEMENT OF LIBRARY PRIVILEGES

The patron who had inquired about having their library privileges reinstated has been informed of the process but did not attend the board meeting to make the request. Trustee Kollmann asked how many patrons had their privileges revoked over the years and Director Howard estimated there are about a dozen people, for various reasons.

MINUTES

Approve January 17, 2019 Finance Committee Meeting Minutes: Trustee Karpus moved that the minutes of the January 17, 2019 Finance Committee Meeting be approved as submitted. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Approve January 17, 2019 Regular Board Meeting Minutes: Trustee Frost moved that the minutes of the January 17, 2019 Regular Board Meeting be approved as submitted. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Approve January 17, 2019 Fundraising Committee Meeting Minutes: Trustee Carey moved that the minutes of the January 17, 2019 Fundraising Committee Meeting be approved as submitted. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

CITIZENS TO BE HEARD

None.

CORRESPONDENCE

Prevailing Wage Act Amendment: There has been an amendment to the Illinois Prevailing Wage Act that eliminates the requirements to adopt and publish an annual Prevailing Wage Ordinance. The Library still has the obligation to comply with the law and pay prevailing wage. Another change is that the State is to establish and maintain an electronic database for certified payrolls. Once in place contractors will submit certified payrolls directly to the Illinois Department of Labor rather than filing them with the library.

FINANCIAL REPORT

Approve January 2019 Financial Statements: Deanna presented the report in Trustee Gomez's absence. Receipts for January 2019 totaled \$11,621. Of that amount \$8,666 was from replacement taxes, \$1,186 from fines, and \$1,050 from transition fees. Total expenses were \$41,702. The transition fees that the library receives are \$350 per dwelling. There have been a lot of homes built this year and we should receive more transition fee revenue than we

**PLANO COMMUNITY LIBRARY DISTRICT
FEBRUARY 21, 2019 REGULAR BOARD MEETING
HELD IN THE DIANA HASTINGS BOARD ROOM
OF THE PLANO COMMUNITY LIBRARY**

anticipated. Trustee Karpus moved that January 2019 financial statements be accepted as submitted. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

Approve February 21, 2019 Bills: Director Howard noted that bills for February 2019 totaled \$21,582. Of that amount, \$16,102 was paid from the Operating Fund and \$4,379 from the Building and Maintenance Fund. Major expenses for the month were \$4,621 to Dynegy for electric, \$2,912 to Call One for the January and February phone bills, \$1,006 to Nicor for heating, \$1,887 to Cincinnati for insurance, \$1,075 to Affiliated Fire Protection for the annual inspection and service contract, \$2,230 to Four Seasons for salting and plowing, and \$1,250 to TRICO for repairs. Trustee Frost moved the February 21, 2019 bills be approved. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

DIRECTOR'S REPORT

Due to the extreme cold temperatures this month the library closed early, was closed all day, and opened late one day. There were no major problems in the building because of the weather although ice did form on some of the windows. Eight library programs were cancelled in January due to the weather. Deanna explained that she checked with the Kendall County Health Department regarding the library's obligations as a warming center. Kendall County reiterated that we are not obligated to open the library when we feel it is unsafe to do so. We have made a commitment to be a warming/cooling shelter *only when we are open*.

A local group is organizing an event called "Plano Heritage Fest" on June 1st. They will be providing bus tours of historic Plano buildings as part of their event. This is inspired by the walking tour brochure that Jeanne Valentine created. The library will have a table at the event. Trustee Frost asked about the group but the Director did not have any specifics other than the names of some of the members.

COMMITTEE REPORTS

Building and Grounds: The work on the rooftop unit will be scheduled when the weather is more temperate because the unit has to be shut down while they perform the work.

Finance: The revised operating budget will be discussed under New Business.

Personnel and Policy: The Personnel and Policy Committee met before the regular board meeting to discuss staff pay when the library is closed due to the weather. The policy will be on the agenda for approval at the March meeting.

Fundraising: The Fundraising Committee will meet directly after the regular board meeting.

**PLANO COMMUNITY LIBRARY DISTRICT
FEBRUARY 21, 2019 REGULAR BOARD MEETING
HELD IN THE DIANA HASTINGS BOARD ROOM
OF THE PLANO COMMUNITY LIBRARY**

UNFINISHED BUSINESS

April 2019 Trustee Election: Trustees Tom Karpus and Natalie Kollmann have been certified for the ballot in the April election.

NEW BUSINESS

Reschedule May or June Regular Board Meeting: Deanna reviewed the timetable provided by the library's attorney regarding the April election. The Board must meet between May 20 and June 15 for trustees to take their oath of office and elect board officers. It was agreed to reschedule the May 16 Regular Board Meeting to May 23 so that we can comply with the timetable.

Statement of Economic Interest due May 1: Trustees were reminded that their statements must be filed with the County by May 1.

Approve FY 2018-2019 Revised Operating Budget: Deanna referred Trustees to the Finance Committee minutes for a complete explanation of the changes to the budget. We have been budgeting \$40,000 each year for repairs. In FY 2017-2018 the repairs were not completed by June 30, so the \$40,000 rolled over into our corporate fund balance. This year we may incur \$80,000 in repairs, so we will budget for a deficit in the FY 2018-2019 fiscal year, but will use the money from the overall corporate fund balance to cover the expenses. Trustee Karpus made the motion to approve the FY 2018-2019 Revised Operating Budget. Motion carried, 5-0. Ayes-5, Nays-0, Absent-2.

OTHER

None.

ADJOURNMENT

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

Respectfully submitted,
Ceil Carey

*Approved as corrected, 3/21/19
Ceil Carey*