

**PLANO COMMUNITY LIBRARY DISTRICT
MARCH 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, Zoila Gomez, Tom Karpus, Natalie Kollmann, and Gayle Severson. Library Director Deanna Howard was also present. Trustee Adrian Frost was absent.

MINUTES

Approve February 21, 2019 Personnel & Policy Committee Meeting Minutes: Trustee Carey moved that the minutes of the February 21, 2019 Personnel & Policy Committee Meeting be approved as submitted. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Approve February 21, 2019 Regular Board Meeting Minutes: Trustee Karpus moved that the minutes of the February 21, 2019 Regular Board Meeting be approved as corrected. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1. Trustee Severson asked about the meaning of the acronym RAILS. The Director explained it stood for Reaching Across Illinois Library System, and gave a short explanation of library systems in Illinois.

Approve February 21, 2019 Fundraising Committee Meeting Minutes: Trustee Gomez moved that the minutes of the February 21, 2019 Fundraising Committee Meeting be approved as submitted. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

CITIZENS TO BE HEARD

None.

CORRESPONDENCE

The library has been awarded an FY 2019 Per Capita Grant in the amount of \$16,383.75. This year all approved grants received full funding, at \$1.25 per capita.

FINANCIAL REPORT

Approve February 2019 Financial Statements: Receipts for February 2019 totaled \$2,769. Of that amount \$1,400 was from transition fees. Total expenses were \$47,072. Trustee Severson moved that this financial report be accepted as submitted. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Approve March 21, 2019 Bills: Bills for March 2019 totaled \$21,837. Of that amount, \$13,784 was paid from the Operating Fund and \$7,543 from the Building and Maintenance Fund. Major expenses for the month were \$1,746 to Baker & Taylor for books, \$4,311 to Dynegy for electric, \$1,759 to Sage Software for accounting software (this is an annual bill), and \$2,988 to TRICO for repairs (multiple, ongoing repairs). Trustee Karpus moved the March 21, 2019 bills be approved. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1. Trustee Kollmann asked about the bill to 4 Seasons Landscaping. Deanna explained it was for snow removal and salting at this time of the year.

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DIRECTOR'S REPORT

The annual Family Fun Night was held at PH Miller School on March 7th. Mother Goose was the performer and 85 attended the program. 38 new library cards were issued as part of the event. The Director spoke to about 70 people at the PH Miller Kindergarten registration and issued 20 new library cards. A weekly citizenship class is being hosted at the library. Instructors are assisting individuals with the application process and test preparation. 8 people are attending.

In February, the director appeared on WSPY radio with other area librarians to promote library programs. Jeanne Valentine represented the library at the Kendall County Historic Preservation Commission meeting and Ilene represented the library at the Plano Area Alliance Supporting Student Success. Summer Reading planning is underway. This year's theme is "A Universe of Stories". Staff anniversaries in February were Al and Christine from the Kids' Library, both celebrating 8 years!

COMMITTEE REPORTS

Building and Grounds: The technician from the controls company was on site to repair the HVAC economizer. Although the original plan did not work, he was able to make repairs to get the economizer functioning. Deanna noted that she spoke to the bank and learned that it is possible to refinance our existing mortgage to cover the cost to replace the rooftop units, should the need arise.

Deanna asked if this was a good time to consider the roof repairs. A long discussion ensued regarding the next steps to take. It was agreed that Trustee Karpus would prepare an RFP for a design/build of roof repair work to address the recurring leak issue between the original library and addition. The goal is to have the RFP sent to several contractors and the newspaper before the next regular board meeting.

Finance: The Committee will begin planning the FY 2019-2020 budget once the EAV sheet is received from the County.

Personnel and Policy: A new policy will be discussed under New Business.

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

UNFINISHED BUSINESS

None.

NEW BUSINESS

Approve policy regarding staff pay if the library is closed due to weather or emergency closing:

The Personnel & Policy Committee met last month to consider this issue. The Personnel and Policy recommends the following policy: "This policy applies if the library is closed due to an

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emergency, weather conditions, failure of the HVAC system, loss of power, or any other unforeseen reason. Any staff member who was scheduled to work will be paid for the full number of hours they were scheduled to work. If any closure lasts more than five consecutive days further compensation will be subject to Board review." Trustee Carey move the Board approve the recommended policy. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

OTHER

The City Treasurer is planning to retire and Trustee Gomez may be appointed to take her place. If she is appointed and can stay on the library board, she will; but if it is determined a conflict of interest, she will resign from the board. Deanna will check with the library's attorney regarding this issue.

ADJOURNMENT

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

Respectfully submitted,
Ceil Carey

*Approved as submitted, 4/18/19
Adrian X FOST*