

**PLANO COMMUNITY LIBRARY DISTRICT
JUNE 20, 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.

President Voss appointed Ceil Carey as the Secretary Pro Tempore.

MINUTES

Trustee Karpus moved that the minutes of the May 23, 2019 Regular Board Meeting be approved as submitted. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

CITIZENS TO BE HEARD

None.

Director Howard noted that Mr. McElroy has made another inquiry about having his library privileges reinstated. If he comes to any future board meeting he will be able to speak under "Citizens to be Heard", and the vote on his reinstatement will be placed on the agenda for the following meeting.

CORRESPONDENCE

None.

FINANCIAL REPORT

Approve May 2019 Financial Statements: Receipts for May 2019 totaled \$22,283. Of that amount \$16,965 was from replacement taxes and \$3,150 was from transition fees. Total expenses for May were \$54,272. Trustee Karpus moved that the May 2019 Financial Statements be approved as submitted. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Approve June 20, 2019 Bills: Bills for June 20, 2019 totaled \$22,904. Of that amount, \$18,302 was paid from the Operating Fund and \$4,348 from the Building and Maintenance Fund. Major expenses for the month included \$4,426 to Dynegy for electric, \$3,073 to Auto Owners for flood insurance, \$4,145 to Extreme Exteriors for repairs, \$1,668 to Four Seasons Landscaping for mowing and mulch, and \$1,500 to LeCuyer Painting for repainting the front entrance area after graffiti damage. Trustee Severson made the motion to approve payment of the June 20, 2019 bills. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

DIRECTOR'S REPORT

Summer Reading started on June 1 and we have a total of 386 kids, 28 teens, and 100 adults signed up. Deanna reviewed the prizes for this year's program and noted that the library has been busy with programs and activities. Jeanne Valentine manned a table for the library at the Heritage Fest. Trustee Kollmann narrated the historic bus tours that took place, which were based on the library's "Plano Gardens and Historic Sites Walking Tour" brochure.

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COMMITTEE REPORTS

Building and Grounds: Extreme Exteriors has completed the roof work. The chimney has been removed and some repairs were made to the parapet wall. The hope is that this will be a permanent solution to the leaking between the two buildings.

Finance: The Finance Committee met before the board meeting to prepare the FY 2019-2020 Operating Budget and Budget & Appropriations Ordinance. Both are under New Business.

Personnel and Policy: Personnel and Policy will be discussed under New Business.

Fundraising: Ceil has an update on Warren-Newport's "Bingo in the Books" event. The Fundraising committee will meet before the July board meeting to discuss.

UNFINISHED BUSINESS

Review/Discuss/Take Action on next phase of repairs: Director Howard had prepared a summary of the repairs previously identified and prioritized by the Building and Grounds Committee. All of the repairs focused the exterior of the building, and Phases 1-3 have been completed. Phase 4 involved repairs needed at the entrance and glass front of the building. The wood windows, soffit, and fascia are showing signs of rot. The plan was to cover all the wood with aluminum. Trustee Karpus will prepare an RFP for the work needed in this area, and will include covering the wood windows on the original library with aluminum as well. The board discussed the drywall and plaster repairs necessary due to the leak between the old and new buildings. We will have a consultant determine if any mold exists before this work is done. The Board discussed the replacement of the HVAC units and control system. This will be the next big project that needs to be addressed.

NEW BUSINESS

Authorize Transfer from Corporate Fund to Social Security Fund: Transfers are made from the Corporate Fund to the Social Security and IMRF funds each year. These transfers are included in the operating budget. Trustee Carey moved that \$10,000 be transferred from the Corporate Fund to the Social Security Fund. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Authorize Transfer from Corporate Fund to Social IMRF Fund: Trustee Gomez moved that \$17,000 be transferred from the Corporate Fund to the IMRF Fund. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

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Approve FY 2019-2020 Operating Budget: Deanna reviewed the operating budget. Most line items are similar to last year. The Finance Committee reviewed the minimum wage increase and is recommending a 10.8% salary adjustment for all hourly employees. \$80,000 is being budgeted for repairs. \$20,000 is budgeted for equipment & furnishings, which will include the replacement of two copy machines and all staff computers. Trustee Gomez made the motion to approve the FY 2019-2020 Operating Budget. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Approve Director's Compensation/Benefits for FY 2019-2020: The Personnel & Policy Committee recommended a 2% increase to the Director's salary. Deanna had suggested that her vacation return to 4 weeks for FY 19-20. The board discussed this in light of Deanna's upcoming 20-year anniversary. Trustee Karpus moved the board approve a 2% raise for Director Howard for FY 19-20 and make 5 weeks of vacation a permanent part of her benefits package. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Approve Raises for Library Staff for FY 2019-2020: The Finance Committee reviewed the impact of the minimum wage increase on the salary scale and current rates of pay. The committee recommends a 10.8% raise/salary adjustment for hourly staff (all staff except Deanna). Trustee Severson made the motion to approve 10.8% raise/salary adjustment for hourly staff for FY 2019-2020. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Adopt Ordinance 2019-02, Meeting Schedule for FY 2019-2020: Meetings will continue be held on the third Thursday of the month at 7:00 p.m. There will be no meeting in December. Trustee Carey made the motion to adopt Ordinance 2019-02, Meeting Schedule for 2019-2020. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Adopt Ordinance 2019-03, Tentative 2019-2020 Budget & Appropriations Ordinance: The Finance Committee reviewed the B&A before the board meeting. Appropriations are high to capture any new growth in the district. The B&A Ordinance is tentatively adopted in June, the notice is published in the paper, and the B&A Ordinance is then approved after a public hearing in August. Trustee Karpus moved to adopt Ordinance 2019-03, Tentative 2019-2020 Budget & Appropriations Ordinance. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Appoint Secretary's Audit Committee for Annual Report: President Voss appointed Trustees Kollmann and Frost to this committee. They will meet after the July board meeting to complete the audit.

Appoint Committee Members: Current committee assignments were reviewed. It was noted that Trustee Kollmann is currently on the Fundraising Committee in place of Trustee Voss. President Voss appointed Trustee Kollmann to the Building & Grounds committee to take Trustee Gomez's place. All other committee appointments will remain the same.

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OTHER

Trustee Gomez announced that she anticipates being appointed as the City Treasurer/Budget Officer next week. If appointed the Mayor feels it would be best for her to resign her position as Library Trustee. The Board expressed sincere regret over this news and expressed their appreciation for Zoila's valuable service to the board. The board discussed possible candidates to fill the upcoming vacancy. Trustee Gomez noted that Chrissy Backus has a CPA and is familiar with fund accounting. Trustee Carey was asked to contact Ms. Backus regarding the position.

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:45 p.m.

Respectfully submitted,
Deanna Howard

*Approved as submitted, 7/18/19
Adrian X FOST*