

**PLANO COMMUNITY LIBRARY DISTRICT  
JULY 18, 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.

President Voss welcomed Chrissy Backus to the meeting. Ms. Backus is a potential candidate to fill Trustee Gomez's vacancy. Board members introduced themselves to Ms. Backus.

**ACCEPT RESIGNATION OF TRUSTEE ZOILA GOMEZ**

Trustees reviewed a resignation letter from Trustee Gomez. Trustee Carey moved that Trustee Gomez's resignation be accepted, with sincere regret. Motion carried, 5-0. Ayes-5, Nays-0, Absent-1.

**APPOINT TREASURER**

President Voss appointed Trustee Karpus as Treasurer to fill the vacancy left by Trustee Gomez's resignation. Trustee Kollmann moved the appointment be accepted. Motion carried, 5-0. Ayes-5, Nays-0, Absent-1.

**MINUTES**

June 20, 2019 Finance Committee Meeting: Trustee Carey moved that the minutes of the June 20, 2019 Finance Committee Meeting be approved as corrected. Motion carried, 5-0. Ayes-5, Nays-0, Absent-1.

June 20, 2019 Regular Board Meeting: Trustee Karpus moved that the minutes of the June 20, 2019 Regular Board Meeting be approved as submitted. Motion carried, 5-0. Ayes-5, Nays-0, Absent-1.

**CITIZENS TO BE HEARD**

None.

**CORRESPONDENCE**

None.

**FINANCIAL REPORT**

Approve June 2019 Financial Statements: Director Howard reported that receipts for June 2019 totaled \$4,606. Of that amount \$3,150 was from transition fees and \$974 from fines. Total expenses for June were \$55,066. June 30 is the end of the fiscal year. We have received 102.49% of our revenues and our total expenses are at 90.6% of the budgeted amount. In revenues we received \$17,115 above our budgeted amount, which breaks out \$11,600 in transition fees and \$5,130 in replacement taxes. For expenses the major line items not spent were repairs and building insurance. For repairs we had an unspent balance of \$40,607 for the year. The Corporate Fund reserve balance increased by about \$53,000 at the end of the fiscal

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year. This brings the Corporate Fund reserve balance to \$298,341. Trustee Karpus moved that the June 2019 Financial Statements be approved as submitted. Motion carried, 5-0. Ayes-5, Nays-0, Absent-1.

Approve June 30, 2019 Bills: Director Howard reported that bills for June 30, 2019 totaled \$15,568. Of that amount, \$11,503 was paid from the Operating Fund, \$2,397 from the Building and Maintenance Fund, and \$1,647 from the Donation Fund. Major expenses for the month included \$5,605 to Constellation for electric, \$1,547 to Baker & Taylor for collection materials, and \$1,647 for prizes for the Summer Reading Program. Trustee Karpus moved the Board approve payment of the June 30, 2019 bills. Motion carried, 5-0. Ayes-5, Nays-0, Absent-1.

Approve July 18, 2019 Bills: Director Howard reported that bills for July 18, 2019 totaled \$11,335. Of that amount, \$9,983 was paid from the Operating Fund and \$1,352 from the Building and Maintenance Fund. Major expenses for the month were \$3,936 to KKC Imaging for a new copy machine, \$3,613 to PrairieCat, \$1,490 to Call One for telephone, and \$1,124 to ThyssenKrupp Elevator for quarterly service. Trustee Carey moved the Board approve payment of the July 18, 2019 bills. Motion carried, 5-0. Ayes-5, Nays-0, Absent-1.

#### **DIRECTOR'S REPORT**

Summer Reading will be ending on July 31. As of now we have 448 kids, 134 adults, and 40 teens signed up for the program. Attendance has been good at most of the summer programs. We had 71 here for the SciTech Wind Tunnel interactive program and 48 for two yoga classes. We have four big programs remaining for kids this summer: Reading to the Dogs, an Outdoor Messy Munchkins program, Pajama Storytimes, and our Music & Movement programs.

For adults, we had great attendance of 21 people at Dr. Tess Grant's presentation about walking "El Camino" and 15 for the movie. New Life for Old Bags continues to have a dedicated group of volunteers. Heartland Blood Center will be here for a blood drive soon, 15 are registered so far. In June Jeanne Valentine, our Adult Services Manager, celebrated her 17<sup>th</sup> anniversary at the library. Looking ahead, school is back in session on August 14.

#### **COMMITTEE REPORTS**

Building and Grounds: Trustee Karpus will work on the RFP for exterior repairs. Director Howard informed the board that she recently learned the condenser coils on all three of the rooftop units were damaged by the early July hailstorm. The estimated cost to repair the three coils is \$80,000. The repair is covered by the library's insurance policy. She brought up the idea of using the \$80,000 toward the estimated cost of \$350,000 to replace the three units and the control system. The board discussed the pros and cons of each option. Director Howard is waiting on some additional information from the insurance carrier and the bank. It was agreed that after Deanna gathers more information the Building & Grounds Committee would meet to discuss this further.

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Finance: The Budget & Appropriations Ordinance will be approved next month.

Personnel and Policy: Nothing to report.

Fundraising: The committee met before the regular board meeting to discuss “Bingo in the Books”. They will meet again after the August board meeting.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

Adopt Ordinance 2019-04: An Ordinance Determining to Levy an Additional Tax of .02%: This an annual ordinance which authorizes a special tax for the Building & Maintenance Fund. Trustee Karpus moved the board adopt Ordinance 2019-04. Ayes: Carey, Frost, Karpus, Kollmann, and Voss; Nays: None; Absent: Severson.

Review of, and Determination on, Closed Session Meeting Minutes for FY 18-19: Trustee Carey moved that the minutes of the May 15, 2019 Personnel & Policy Committee Meeting remain closed because the need for confidentiality still exists. Motion carried, 5-0. Ayes-5, Nays-0, Absent-1.

Destruction of Audio Recording of Closed Session Meeting Minutes from the following date: May 18, 2017 Personnel & Policy Committee Meeting: The law requires audio recordings be kept for 18 months, after which time they may be destroyed if written minutes exist. Trustee Carey moved the audio recording from the May 18, 2017 closed session of the Personnel & Policy Committee Meeting be destroyed. Motion carried, 5-0. Ayes-5, Nays-0, Absent-1.

Bond Repayment Due August 1: Director Howard reported that the bond payment of \$18,575 has been made.

Approve New Starting Pay Scale: Director Howard recommended a new starting pay scale to reflect the change in the Illinois Minimum Wage. Trustee Karpus moved the Board approve the recommended pay scale. Motion carried, 5-0. Ayes-5, Nays-0, Absent-1.

Discuss Trustee Vacancy: Trustee Gomez had recommended Chrissy Backus as a potential candidate to fill her vacancy. Ms. Backus introduced herself to the board. She has lived in Plano for 14 years and is a regular library user. She earned her undergraduate degree in Accounting from Northern, and her MBA from Keller Graduate School. She is a CPA. She asked the board some questions regarding the time commitment involved in the position. She will contact Zoila with some additional questions and let the board know if she’s interested in the position. If appointed Ms. Backus would need to run for election in 2021.

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**OTHER**

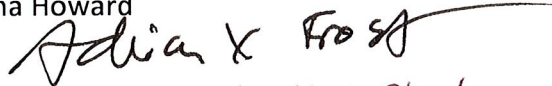
None.

**ADJOURNMENT**

Being no further business, the meeting was adjourned at 7:50 p.m.

Respectfully submitted,

Deanna Howard



Approved as submitted, 8/15/19