

**PLANO COMMUNITY LIBRARY DISTRICT
SEPTEMBER 19, 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 7:04 p.m. Present were Trustees Tom Karpus and Natalie Kollmann. Library Director Deanna Howard was also present. Trustees Ceil Carey, Adrian Frost, and Gayle Severson were absent.

APPOINT SECRETARY PRO TEMPORE

President Voss appointed Trustee Kollmann to serve as the Secretary Pro Tempore.

OATH OF OFFICE FOR NEW TRUSTEE

Christine Backus took the oath of office for the Board of Trustees and was welcomed to the board.

MINUTES

Approve August 15, 2019 Budget & Appropriations Hearing Minutes: Trustee Karpus moved that the minutes of the August 15, 2019 Budget & Appropriations Hearing be approved as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Approve August 15, 2019 Regular Board Meeting Minutes: Trustee Kollmann moved that the minutes of the August 15, 2019 Regular Board Meeting be approved as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Approve August 15, 2019 Fundraising Committee Meeting Minutes: Trustee Backus moved that the minutes of the August 15, 2019 Fundraising Committee Meeting be approved as submitted. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

CITIZENS TO BE HEARD

None.

CORRESPONDENCE

None.

FINANCIAL REPORT

Approve August 2019 Financial Statements: Trustee Karpus reported that receipts for August totaled \$20,825. Of that amount \$17,939 was from property taxes and \$1,281 from fines. Total expenses for August were \$45,548. Trustee Kollmann moved the August 2019 Financial Statements be approved. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Approve September 19, 2019 Bills: Trustee Karpus reported that bills for September 19 totaled \$24,522. Of that amount, \$19,908 was paid from the Operating Fund, \$2,066 from the Liability Insurance Fund, and \$1,866 from the Building & Maintenance Fund. Major expenses for the month included \$6,363 to Constellation for electric, and \$1,645 to Midwest Environmental for

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the lead testing and mold sampling. Trustee Karpus moved the board approve payment of the September 19, 2019 bills. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

DIRECTOR'S REPORT

The Friends earned \$1,245 at the August book sale. 25 people attended Jeanne Valentine's program this week about her book, *Better than the Reaper*. She has also been invited to speak at the Sandwich and Yorkville libraries. Renee Moutray celebrated her 13th anniversary at the library and Briget McCormack celebrated her first anniversary. On Friday about 120 7th grade students will be here for a tour. About 55 library cards were issued to students as part of the visit.

COMMITTEE REPORTS

Building and Grounds: Trustee Karpus reviewed the RFP for wood glazing systems (windows) repair. This includes the entrance vestibule and original library wood windows. Since contractors are still busy with storm repair work the bids would be due in October, but the completion date for the work would be no later than May 1, 2020. Director Howard noted that the RFP might need to be clarified to include the wood windows above the vestibule. Trustee Karpus will make this change.

Finance: Director Howard noted that the auditors have been on site and plan to make the audit presentation at the October 17 Board Meeting. A finance committee meeting to prepare the levy was scheduled for October 17 at 6:30 p.m.

Personnel and Policy: None.

Fundraising: Will meet after the regular board meeting in October.

UNFINISHED BUSINESS

HVAC Damage and Plan for Repairs: Director Howard reported that TRICO has received the replacement coils for the 3 rooftop units that were damaged by hail. The repairs are scheduled for the week of September 30. A crane will be on site during the work. Each unit will need to be shut down as it is repaired, so there will be temperature fluctuations throughout the building. Signs will be posted.

NEW BUSINESS

Review Final Mold Report from Midwest Environmental: Trustee Karpus reviewed the report. Mold was found in the soffit where the ongoing leak between the two buildings has occurred.

Accept Bid for Mold Remediation: On our behalf, Midwest Environmental coordinated a job site walkthrough and bid for mold remediation. Midwest Environmental recommends the work be awarded to the lowest bidder, which was Cove Remediation, LLC. Director Howard noted the

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work is expected to last three days, and the majority of the work will be done when we are closed. Trustee Karpus moved the Board accept the bid for mold remediation from Cove Remediation, LLC for \$5,900. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Accept Proposal from Midwest Environmental for Project Management: Midwest Environmental would be on site to oversee the remediation project and take clearance air samples. Trustee Kollmann moved the board accept the bid from Midwest Environmental for Project Management at a cost of \$3,450. Motion carried, 4-0. Ayes-4, Nays-0, Absent-3.

Discuss Potential for Solar Panel Installation: Trustee Karpus reported that a structural engineer has reviewed our roof drawings and based on their preliminary analysis it appears that the roof framing should have enough capacity to support a solar panel system. Trustee Karpus will also reach out an electrical engineer for some more advice. If we move forward with this he would like the system to be owned by the library, rather than leased.

Per Capita Grant Requirement-Serving Our Public, Chapter 3: Director Howard reviewed the Chapter on Personnel. She noted the library meets most of the standards outlined. Some policies should be updated.

Per Capita Grant Requirement-Trustee Facts Files, Chapter 11-Apencides: Director Howard reviewed these chapters. Fundraising-She will investigate joining the Funds for Illinois Libraries. Advocacy-Deanna noted that we participate at community events when staffing allows and she feels our attendance is worthwhile. Public Relations-Our public relations tools include the newsletter, articles in the local paper, appearances on WSPY radio, and program announcements on WSPY. Trustee Continuing Education-Deanna will try to bring more opportunities to the board. Trustee Kollmann asked about staff attendance at conferences. Deanna noted this had been cut from the budget when things were really tight, but now that staffing changes have occurred there may be opportunities for attendance again.

Per Capita Grant Requirement-Illinois Digital Archives: Library reference staff have familiarized themselves with the IDA, which is a repository for digital collections of the Illinois State Library as well as other libraries and cultural institutions in Illinois.

Per Capita Grant Requirement-Digital Public Library of America: Library reference staff have familiarized themselves with DPLA, which is a website containing millions of photographs, manuscripts, books, sounds, moving images, and more from libraries, archives, and museums across the United States.

Per Capita Grant Requirement-Online Education Opportunity: Deanna will look for suitable training and President Voss will take the training as well.

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OTHER

The Plano Rotary Club purchased benches to install throughout the community as a public art project. Natalie Kollmann was selected by Arts on Fire as the artist for the library's bench. Trustee Kollmann announced that she has completed the painting of the bench, which is a Mother Goose theme. Some details regarding the installation were discussed.

Trustee Karpus asked Deanna to notify the landscapers of some tree branches hanging over the sidewalks that need to be trimmed.

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:47 p.m.

Respectfully submitted,
Deanna Howard

*Approved as submitted, 10/17/19
Adrian X Frost*