

**PLANO COMMUNITY LIBRARY DISTRICT  
OCTOBER 17, 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 7:01 p.m. Present were Trustees Christine Backus, Ceil Carey, Tom Karpus, Natalie Kollmann, and Gayle Severson. Library Director Deanna Howard was also present. Trustee Adrian Frost arrived at 7:05 p.m.

**APPOINT SECRETARY PRO TEMPORE**

President Voss appointed Trustee Carey as the Secretary Pro Tempore. Trustee Frost arrived at 7:05 p.m. and assumed his secretarial duties.

**AUDIT REPORT**

Brian Zabel of Brian Zabel & Associates, P.C. gave the Board a review of their recent audit report of the Library District. He noted that pages 1-2 are the most important, and contain the "auditor's opinion". We received a "clean opinion", meaning our financial statements fairly reflect our financial condition. He reviewed several other pages in the audit report and gave the board an overview of the library's financial position.

**APPROVAL OF AUDIT REPORT**

Trustee Carey moved the audit report be approved. Motion carried, 7-0. Ayes-7, Nays-0, Absent-0.

**MOTION TO RATIFY ALL REGULAR BOARD ACTION FROM THE SEPTEMBER 19, 2019 MEETING**

Trustee Frost moved to ratify all regular board action from the September 19, 2019 regular board meeting. Motion carried, 7-0. Ayes-7, Nays-0, Absent-0.

**MOTION TO RATIFY THE DECISION TO HIRE COVE REMEDIATION, LLC FOR MOLD REMEDIATION AT A COST OF \$5,900**

Trustee Severson moved the board ratify the September 19, 2019 decision to hire Cove Remediation for mold remediation at a cost of \$5,900. Motion carried, 7-0. Ayes-7, Nays-0, Absent-0.

**MOTION TO RATIFY THE DECISION TO HIRE MIDWEST ENVIRONMENTAL FOR PROJECT MANAGEMENT AT A COST OF \$3,450**

Trustee Karpus moved the board ratify the September 19, 2019 decision to hire Midwest Environmental for project management at a cost of \$3,450. Motion carried, 7-0. Ayes-7, Nays-0, Absent-0.

**MINUTES**

Approve September 19, 2019 Regular Board Meeting Minutes: Trustee Kollmann moved that the minutes of the September 19, 2019 Regular Board Meeting be approved as submitted. Motion carried, 7-0. Ayes-7, Nays-0, Absent-0.

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**CITIZENS TO BE HEARD**

None.

**CORRESPONDENCE**

None.

**FINANCIAL REPORT**

Approve September 2019 Financial Statements: Treasurer Karpus reported that receipts for September totaled \$237,013. Of that amount \$234,613 was from property taxes and \$771 was from fines. Total expenses for September were \$38,608. We just finished the first quarter of our fiscal year. We have received 88% of our revenues. Our total expenditures are at 19%, so we are in line with our budget. Trustee Carey moved that the September 2019 financial report be accepted as submitted. Motion carried, 7-0. Ayes-7, Nays-0, Absent-0.

Approve October 17, 2019 Bills: Treasurer Karpus reported that bills for October 17 totaled \$22,578. Of that amount, \$15,650 was paid from the Operating Fund, \$4,861 from the Building & Maintenance Fund, and \$2,052 from the Per Capita Grant Fund. Major expenses for the month included \$6,088 to Constellation for electric, \$3,613 to PrairieCat for our quarterly bill, \$1,773 to Envisionware for annual maintenance on our printing and PC Reservation software, and \$2,450 to TRICO for regular maintenance and repairs. Trustee Karpus moved the October 17, 2019 bills be approved. Motion carried, 7-0. Ayes-7, Nays-0, Absent-0.

**COMMITTEE REPORTS**

Building and Grounds: Trustee Karpus reported that the RFP for exterior work has been in the papers. Bids are due November 12. Mold remediation begins tonight. Deanna noted that the HVAC coil replacement has been completed and the library has already received the insurance payment to cover the expense.

Finance: Nothing to report.

Personnel and Policy: Nothing to report.

Fundraising: Meeting after the regular board meeting.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

Approve Resolution 2019-02: Resolution to Determine Estimate of Funds for FY 19-20: Trustee Karpus moved to adopt Resolution 2019-02. Motion carried, 7-0. Ayes-7, Nays-0, Absent-0.

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Christmas Party: Trustee Severson agreed to look into restaurant locations for the Board's Christmas Party, scheduled for December 19, 2019. Trustees pay for their own meals and no library business will be discussed.

**ADJOURNMENT**

Being no further business, the meeting was adjourned at 7:27 p.m.

Respectfully submitted,  
Adrian Frost

*Approved as submitted, 11/21/19  
Adrian X Frost*