

**PLANO COMMUNITY LIBRARY DISTRICT
NOVEMBER 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 7:02 p.m. Present were Trustees Christine Backus, Ceil Carey, Adrian Frost, Tom Karpus, and Gayle Severson. Library Director Deanna Howard was also present. Trustee Natalie Kollmann was absent.

MINUTES

Approve October 17, 2019 Finance Committee Meeting Minutes: Trustee Karpus moved that the minutes of the October 17, 2019 Finance Committee Meeting be approved as submitted. Motion carried, 6-0. Ayes-6, Nays-0, Absent-0. |

Approve October 17, 2019 Regular Board Meeting Minutes: Trustee Severson moved that the minutes of the October 17, 2019 Regular Board Meeting be approved as submitted. Motion carried, 6-0. Ayes-6, Nays-0, Absent-0. |

Approve October 17, 2019 Fundraising Committee Meeting Minutes: Trustee Carey moved that the minutes of the October 17, 2019 Fundraising Committee Meeting be approved as submitted. Motion carried, 6-0. Ayes-6, Nays-0, Absent-0. |

CITIZENS TO BE HEARD

None.

CORRESPONDENCE

None.

FINANCIAL REPORT

Approve October 2019 Financial Statements: Treasurer Karpus reported that receipts for October totaled \$37,298. Of that amount \$25,064 was from property taxes, \$9,569 from replacement taxes, and \$1,114 from fines. Total expenses for October were \$48,121. Trustee Frost moved that the October 2019 financial report be approved as submitted. Motion carried, 6-0. Ayes-6, Nays-0, Absent-0. |

Approve November 21, 2019 Bills: Treasurer Karpus reported that bills for November 21 totaled \$116,834. Of that amount, \$29,435 was paid from the Operating Fund, \$78,213 from the Building & Maintenance Fund, \$5,100 from the Audit Fund, and \$3,785 from the Per Capita Grant Fund. The major expense for the month was \$70,049 to TRICO for the repairs to the rooftop units from the hail damage. Our deductible was \$1,000 and the insurance covered the rest of this cost. Other major expenses for the month were \$15,113 to Tech Pro Logic for IT support hours, \$5,100 to Zabel & Associates for the annual audit, and \$5,517 to Constellation for electric. Trustee Karpus moved the November 21, 2019 bills be approved. Motion carried, 6-0. Ayes-6, Nays-0, Absent-0. |

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COMMITTEE REPORTS

Building and Grounds: Trustee Karpus reported that the mold remediation work has been completed. However, during the work a window that was used to vent the area was not closed properly before the contractors left. Deanna was not able to close the window the next day and it appears the window mechanism is damaged. The window needed to be boarded-up and now needs repair. Deanna has sent a letter to the contractors indicating that since this was a preventable expense the responsible parties should cover the repair costs. The library is withholding payment until we hear back from the contractors.

Finance: Trustee Karpus asked Deanna to look into getting a credit card with cash back rewards to pay some of the library's bills.

Personnel and Policy: Nothing to report.

Fundraising: The Committee is not able to meet after the board meeting. They took a few minutes to finalize some details regarding the upcoming Christmas Tea.

UNFINISHED BUSINESS

Approve Ordinance 2019-05: An Ordinance Levying Taxes for FY 2019-2020: Trustee Karpus moved the board approve Ordinance 2019-05. Motion carried, 6-0. Ayes: Carey, Frost, Severson, Backus, Karpus, Voss. Nays-0, Absent, 1.

Christmas Party: Will be held at Ginger & Soul at 6:30 p.m. on December 19. Trustees will pay for their own meals and no library business will be discussed.

RFP for Exterior Repairs: We did not receive any bids. Contractors are still busy with work from the hail storm. We will go out to bid again in the spring.

NEW BUSINESS

Authorize Payment of December 2019 bills: The library board does not meet in December, so payment of the bills is authorized in advance. Trustee Frost made the motion to authorize payment of the December 2019 bills. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Soffit Drywall Repairs: This is the next step after the mold remediation was completed. Deanna will contact companies for bids.

OTHER

None.

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:25 p.m.

Noted taken by Deanna Howard

*Approved as corrected, 11/16/2019
Adrian X Frost*