

**PLANO COMMUNITY LIBRARY DISTRICT
JANUARY 16, 2020 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 Tom Karpus, Natalie Kollmann, Adrian Frost, Christine Backus, and Ceil Carey. Library Director Deanna Howard was also present. Trustee Gayle Severson was absent.

MINUTES

Approve November 21, 2019 Levy Hearing Minutes: Trustee Backus noted corrections needed to the minutes. Trustee Karpus moved that the minutes of the November 21, 2019 Levy Hearing be approved as corrected. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Approve November 21, 2019 Regular Board Meeting Minutes: Trustee Carey moved that the minutes of the November 21, 2019 Regular Board Meeting be approved as corrected. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

CITIZENS TO BE HEARD

None.

CORRESPONDENCE

None.

FINANCIAL REPORT

Approve November 2019 Financial Statements: Treasurer Karpus reported that receipts for November totaled \$11,663. Of that amount \$9,500 was from property taxes, and \$1,050 was from transition fees. Total expenses were \$78,906. Trustee Kollmann moved that the November 2019 financial report be accepted as submitted. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Approve December 2019 Financial Statements: Treasurer Karpus reported that receipts for December totaled \$3,877. Of that amount \$1,589 was from replacement taxes and \$1,050 from transition fees. Total expenses were \$43,824. We have completed 6 months of our fiscal year. We have received about 96% of our anticipated revenues. Our expenses are in line with our budget, with 43% spent. Trustee Carey moved that the December 2019 financial report be accepted as submitted. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Approve December 19, 2019 Bills: Treasurer Karpus reported that bills for December 19, 2019 totaled \$27,549. Of that amount, \$15,391 was paid from the Operating Fund, \$9,527 from the Building & Maintenance Fund, \$1,090 from the Donation Fund, and \$1,540 from the Per Capita Grant Fund. Major expenses for the month were \$4,798 to Constellation for electric, \$3,122 to Steamguard Carpet Cleaning, and \$1,885 to Heitkotter for repairs to the Kids' Library countertop. Trustee Frost moved the December 19, 2019 bills be approved. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

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Approve January 16, 2020 Bills: Treasurer Karpus reported that bills for January 16, 2020 totaled \$24,867. Of that amount, \$12,280 was paid from the Operating Fund, \$10,120 from the Building & Maintenance Fund, and \$2,466 from the Per Capita Grant Fund. Major expenses for the month were \$4,838 to Constellation for electric, \$5,190 to R&R for repairs from August-December, and \$3,613 to PrairieCat for automation. Trustee Karpus moved the January 16, 2020 bills be approved. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

DIRECTOR'S REPORT

The library will host Waubensee Community College's GED prep classes and its English Acquisition classes during the campus's remodel. The Fiscal Year 2020 Per Capita Grant has been submitted. 135 people were here for our Visit with Santa. A Kids' Library staff member was able to attend the PH Miller and Emily G. Johns Family Reading Nights. 14 people attended the December Blood Drive. Randy Struthers, Circulation Manager, celebrated his 15th anniversary in December.

COMMITTEE REPORTS

Building and Grounds: Contractors have been contacted for drywall repairs. A window was damaged during the mold remediation. The company contacted to make repairs has not returned calls.

Finance: Committee will meet before the February Regular Board meeting to revise the budget.

Personnel and Policy: None.

Fundraising: The committee will meet after the regular board meeting.

UNFINISHED BUSINESS

None.

NEW BUSINESS

New Laws Taking Effect in 2020: Board reviewed changes to laws affecting the Library, including marijuana on the premises and equitable restrooms.

Ordinance 2020-01: Policy Prohibiting Harassment, Discrimination, and Retaliation: Policy has been amended as required to address trustee to trustee harassment. Trustee Karpus moved that Ordinance 2020-01 be approved. Motion carried, 6-0. Ayes-6, Nays-0, Absent-1.

Bond Repayment due 2/1/2020: A bond payment of \$448,575 is due on February 1.

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:22 p.m.

Respectfully submitted,
Adrian Frost

Cecil Carey

Approved as submitted, 2/20/20