**DOLTON PUBLIC LIBRARY DISTRICT**

**BOARD OF LIBRARY TRUSTEES**

**Regular Meeting**

**Monday, April 22, 2019/ 7:00 pm**

**Held at Dolton Public Library District**

**14037 Lincoln Avenue**

**Dolton, IL 60419**

**Josway Auditorium**

**Minutes**

**Call to Order**

President Jackson called the Monday, April 22, 2019 Board of Trustees Meeting to order at ***7:15 pm***

**Roll Call**

Present: Trustee(s) Jackson, Wallace-Culp, Robinson, Williams, Copeland, Gonzalez &

Sorrell

**Introduction of Visitors and Public Comments [visitors please only take 2 minutes]**

Ms. Sharon Flannagan (Dolton resident)

Ms. Stephanie Buford (Dolton resident)

**Approval of Meeting Minutes**

**Approval of Regular Board Meeting Minutes dated March 25, 2019 (Action Item)**

**Response to Roll Call:**

A motion was made by Trustee Wallace-Culp and seconded by Trustee Copeland to approve the Regular Board Minutes dated March 25, 2019.

Ayes: [Trustee(s)] Copeland, Robinson, Jackson, Wallace-Culp, Gonzalez, Sorrell, & Williams

Nays: None

Motion Passed: 7 – 0

**Approval of Bills and Review of Accounts Payable Reports & Payroll**

**April 2019 A/P and Payroll 2019 (Action Item)**

**Response to Roll Call:**

A motion was made by Trustee Wallace-Culp and seconded by Trustee Sorrell to approve the Bills and Payroll for the month of April 2019.

Ayes: [Trustee(s)] Copeland, Robinson, Jackson, Wallace-Culp, Gonzalez, Sorrell, & Williams

Nays: None

Motion Passed: 7 – 0

**Communications, Petitions, Resolutions, Ordinances**

**Inter-fund Transfer (Action Item)**

**Response to Roll Call:**

A motion was made by Trustee Copeland and seconded by Trustee Williams to approve the Inter-fund Transfer Resolution 4/22/2019 to make an Interfund Transfer from the Dolton Public Library District General Fund to the Dolton Public Library District Building Fund in the amount of $1,000,000.

Ayes: [Trustee(s)] Copeland, Robinson, Jackson, Wallace-Culp, Gonzalez, Sorrell, & Williams

Nays: None

Motion Passed: 7 – 0

**Reports of Committees and Officers**

1. **Public Relations/Marketing Committee (Trustee Copeland – Chairperson) – 1. Minutes of Public Relations Committee Meeting dated Monday, April 8, 2019.**

Trustee Copeland spoke on the following:

-50/20 Program with the Village

-Upcoming Annual Dolton Park District Brunch on May 4, 2019 (11am to 2pm)

-Meeting with Civic Leaders and mention of 60 million grant available

-Meeting that took place with Karen Yarbrough re: Voter Fraud

-Renaming of street to M.L.K Drive

-Upcoming Trustee Training Workshop at Crete Public Library

1. **Finance Committee (Trustee Robinson – Chairperson)**
2. **Minutes of Finance Committee Meeting dated Monday, April 8, 2019.**

Trustee Robinson spoke on what transpired in the 4.8.19 Finance Committee Meeting.

1. **Labor & Employment (Trustee Williams – Chairperson) – no April 2019 meeting.**
2. **Building & Grounds/Construction (President Jackson – Chairperson)**

President Jackson spoke on the following:

- Gave an update on the Library Renovation Project

- Gave a summary and update on the Grand Re-Opening event.

-window film coverings for the windows so people cannot see in, but you can see out.

- chairs in storage

- plate needed on door knob area in Josway

- checking of carpet and tile areas that need to be re-adhered

- signage needs to be corrected

- She asked all to re-check the punch list before final payment out

- Athi to price out an S couch for lobby area and charging towers for adult side

- Fire Marshall occupancy

1. **Policy Committee (Trustee Wallace-Culp - Chairperson) – no April 2019 meeting.**

**Librarian’s Report [Allyson D. Withers]**

**Unfinished Business**

1. **Update on Website – still in development stage, which takes about 8 weeks of coding.**
2. **E-rate and Grant Proposals Update**
3. **E-rate Funding Proposal (Action Item)**

Ms. Mwesiga explained that E-rate is a complex and technical process that is really in need of technical expertise and asked if she could bring on an expert that only handles E-rate.

**Response to Roll Call:**

A motion was made by Trustee Wallace-Culp and seconded by Trustee Gonzalez for the library to bring on an expert to assist with the E-rate process.

Ayes: [Trustee(s)] Copeland, Robinson, Jackson, Wallace-Culp, Gonzalez, Sorrell, & Williams

Nays: None

Motion Passed: 7 – 0

***Trustee Wallace-Culp left at 9:00 pm***

**New Business [all Action Items]**

**A. Bibliotheca Proposal for Desensitizer/Resenthitizer (Action Item) -** Tabled

**B. Draft Security Services RFP (Action Item) –** Tabled and asked to have the attorney review before posting.

**C. Draft Cleaning & Maintenance Services RFP (Action Item) -** Tabled and asked to have the attorney review before posting.

**D. Equipment Purchase (Action Item) –** Tabled and the board asked that the Administrative Librarian to shop around more to find other options for the A/V cart. What is found will be presented to the Finance Committee to give their recommendations to the Board at the next Board Meeting.

**E. May Meeting Date Change (Action Item)**

Due to the fact that the fourth Monday in the month of May falls on Memorial Day a vote

was taken to have the meeting the following Tuesday, May 28th, 2019, which will be the

date that the newly elected trustees will be sworn into office.

**Response to Roll Call:**

A motion was made by Trustee Copeland and seconded by Trustee Robinson to have the May Trustee Board Meeting on Tuesday, May 28, 2019 at 7pm instead of the normal date, due to the Memorial Day Holiday.

Ayes: [Trustee(s)] Copeland, Robinson, Jackson, Gonzalez, Sorrell, & Williams

Nays: None

Motion Passed: 6 – 0

***Left Regular Session to go into Executive Session – 9:45 pm***

**Roll Call:** Trustee(s) – Jackson, Robinson, Williams, Copeland, Gonzalez and Sorrell

**Executive Session – 5 ILCS 120/2 (c) (1-21)**

1. **Vacant Positions (Action Item)**

***Trustee Robinson left the meeting – 9:52 pm***

A motion was made by Trustee Williams and seconded by Trustee Sorrell to move out of Executive Session and back into Regular Session.

Ayes: [Trustee(s)] Copeland, Jackson, Gonzalez, Sorrell, & Williams

Nays: None

Motion Passed: 5 – 0

***Back into Regular Session – 10:11 pm***

**Response to Roll Call:**

A motion was made by Trustee Sorrell and seconded by Trustee Williams to move forward with the vacant positions and made recommendations and approved to post for Youth Services Clerk (1), Reference Services Clerk (2), Technical Services Clerk (1), and Page (1). The Administrative Librarian stated she would first post internally and then after a week on the RAILS site.

Ayes: [Trustee(s)] Copeland, Jackson, Gonzalez, Sorrell, & Williams

Nays: None

Motion Passed: 5 – 0

**President’s Message**

None

**Adjournment**

A motion was made by Trustee Sorrell and seconded by Trustee Williams to adjourn the April 2019 Trustees Board Meeting

Ayes: [Trustee(s)] Copeland, Jackson, Gonzalez, Sorrell, & Williams

Nays: None

Motion Passed: 5 – 0

President Jackson adjourned the meeting at ***10:14 pm***