**Dolton Public Library District**

**Board of Library Trustees**

**Finance Committee Meeting**

**Monday, July 8, 2019 - 7:00 p.m.**

**Minutes**

Held at Dolton Public Library District

14037 Lincoln Avenue

Dolton, IL 60419

**Call to Order**

 Trustee P. Robinson who is the Chairperson of the Finance Committee, called the 7.8.19 Finance Committee Meeting to order at **7:08 pm**

**Roll Call**

 Present: [Trustees] Robinson, and Copeland

 Also Present: Administrative Librarian (Allyson Withers) and Business Manager (Lisa Mwesiga)

**Introduction of Visitors and Public Comments [visitors please keep to no more than 2 minutes]**

 Trustee E. Gonzalez

**Budget to Actual Review**

* June 2019
* Fiscal Year 2019

**Unfinished Business**

 - Update on RFPs for Cleaning Services & Security Services

 It was relayed that these RFPs had been posted and that some were beginning to arrive.

 - Window Film Information

 A third window film company was reviewed along with the previous two. The three

 Companies will be presented to the Board.

 - Meeting Room/Study Room Policy Information

 Ms. Withers presented the final version of the draft meeting room/study room policy

that she had put together, inclusive of a policy, fee structure and application form. Now the board has to review all to see if they wish any revisions. Once the final

has been approved by the board, this can be placed in affect, as well as, placed

on the library website.

 - Vendor Contract – Trustee Robinson stated that this had been tabled previously, but

 wishes it an action item at next board meeting

* National Night Out (form) – scheduled for Tuesday, August 6, 2019

[Need to find out whom the check should be made out to – Ms. Withers will do so]

**New Business**

* (2019 – 2020) Tentative Annual Budget/Hearing Notice

Ms. Mwesigwa explained that a hearing notice is needed to be prepared by

the library attorney so that the budget can be held on display for 30 days.

* Ordinance to Update Banking Signatories

It was explained that the library attorney needs to produce an ordinance to update

 the present banking signatories. To remove those past trustees and to place those

 that need to be on as a signatory that are presently in office.

* Winter Holiday Celebration

There was discussion that the library should begin earlier this year for the Winter Holiday Celebration and now that the library is remodeled, that it could be held here. All that would be needed is to find caterers. Trustee Robinson suggested one, which was Lenora’s Kitchen. It was also suggested that this information be given to the library staff to see if they know of any caterers. Ms. Withers was going to send this information out to the staff. It was suggested to try to have it the first week of the month of December, since everything gets so busy later with the holidays.

* Meet New Staff – It was suggested that since the Board will be all together at a board meeting, that the new staff just meeting them briefly at the beginning of the August Board meeting.

**Chairperson’s Message**

 Trustee Robinson thanked everyone for their dedication and work.

**Adjournment**

 Trustee Robinson adjourned the 7.8.19 Finance Committee Meeting at **8:26pm.**