Dolton Public Library District

Board of Library Trustees

Finance Committee Meeting

Monday, March 11th, 2019 - 7:00 p.m.

**Minutes**

Held at Lincoln School

14151 Lincoln Avenue

Dolton, IL 60419

**Call to Order**

 Trustee P. Robinson (Chairperson of the Finance Committee) called the

 March 11, 2019 Finance Committee Meeting to order at ***7:01 pm.***

**Roll Call**

 Present: Trustees Robinson, and Copeland

 Absent: Trustee Williams

 Also Present: Administrative Librarian (Allyson Withers) and Business

 Manager (Lisa Mwesigwa)

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

 Trustee Gonzalez

**Budget to Actual Review**

* February 2019

Ms. Mwesigwa explained that the library still will need to pay off the remaining construction costs, although we still have some additional funds to still come from the property taxes. The library recs. and estimated 800K from property taxes and to date the library has rec'ed about 600K. In the month of February 115K came in from property taxes. She further explained that the Board made a paper transfer, but never did an actual transfer of funds last year. She stated that hopefully transfer can be done at the March Board Meeting in order to keep the operating costs going.

* Year to Date

Ms. Mwesigwa gave a report of how much had been paid to date, as well

as the amounts that have been paid out for renovation costs

**Unfinished Business**

* Erate Update - Ms. Mwesigwa explained that she was presently working on Erate, which is a tedious, time-consuming process and that they have strict date parameters which one has to follow. She further explained that we have a 90% rate in category 1 and an 80% rate in category 2. She stated that with Erate that we pay first and then the library would get a reimbursement of funds. Until that time to rec. approval due to their time restrictions of 30 to 90 days, we can connect the old Internet system for about $100. with our old co-ax system until the fiber can be completed with Erate funds. She said that she had learned at the Erate Conference that there are some smaller libraries that sometimes come together as a consortium to hire an Erate Specialist, because the process is so detailed and can be confusing at times.
* Construction Budget Update

Ms. Mwesigwa stated that she is still working on the projectors and monitors for the library.

**New Business**

***\*\*\* Trustee Robinson (Chairperson of the Finance Committee) and Trustee Copeland (Chairperson of the Public Relations Committee) decided to at this point join their two committees together, since both committees were to speak on this topic.***

* Grand Re-opening Budget -

This is supposed to take place in about 2 to 3 weeks. It was discussed that the following entities should be invited to the Grand Re-Opening Celebration (incoming and outgoing Park District Trustees, Village Trustees, School District 205 and 148 District Officials and Principals)

The question was brought up as to the number of people to expect at the Grand Re-opening, the type of programs if/any for the Grand Re-Opening. It had been relayed that the President Jackson had advised that there probably would be about 2 to 3 hundred persons in attendance, there would be no specials programs, mass mailings or gift bags; but there would be finger foods that would be prepared by the Thornton High School Culinary School and no politicians present.

The two committees began to brainstorm about the possibilities for the Grand Re-Opening. They were as follows:

* Cake pops
* Crackers/Cheese/Cold Cuts from Sams
* Cookies - 84 count at Sams for $19.98
* Jimbos - Trustee Gonzalez stated that one can get a sandwich tray for 200 persons from him, cheese & cracker tray, cookie tray, relish tray for $6.95 per person
* Fruit trays - 2 for $45.96 at Sams
* Could have pinwheel appetizers
* Some sort of flyer needs to be produced
* Trustee Gonzalez said that she has contacts at The Shopper, Citizen and Defender.
* Should announce and publicize on the library website
* Suggestion for a decorations budget - $200.
* Aldi has a cheese/cracker tray for $15.00
* A media budget of 1K needs to be set
* Other things to think about - tablecloths, utensils, napkins
* No extra chairs needed
* Some sort of banner and perhaps plants (i.e. PC Lillys)
* Committees placed a tentative budget - $200. = decorations, $500 = media, $1000. = refreshments. All a Grand Total of $1,700.
* Both committee members thought that March 30th was too soon for a grand opening and that April 6 or 13 would be better.

**Chairman’s Message**

* None

**Adjournment**

-Trustee Robinson adjourned the 3.11.19 Finance Committee Meeting at ***8:18 pm***

 ***[which was being held jointly at this point with the Public Relations Committee who has Trustee Copeland as the Chairperson]***