**Dolton Public Library District**

**Board of Library Trustees**

**Finance Committee Meeting**

Monday, November 11th, 2019 - 6:30 p.m.

**MINUTES**

**Call to Order** – Trustee Patricia Robinson, who is the Chairperson of the Finance Committee called the 11.11.19 Finance Committee Meeting to Order at **6:43pm**

**Roll Call** – Present: Trustee(s) Robinson, and Copeland

 Also Present: Allyson Withers (Administrative Librarian)

**Introduction of Visitors and Public Comments [visitors please keep to no more than 2 minutes]** - Trustee E. Sorrell

**Budget to Actual Review**

* October 2019
* Year to date

**Unfinished Business**

* E-rate Update:

Ms. Withers stated that Comcast have been present at the library to complete the fiber work that is connected with the E-rate.

* Website Update:

Ms. Withers stated that the website is coming along and just recently placed the Incident Report and Closing Procedures on the demo website. Although the site is a continual work in progress, the main portions of the website should be completed by year-end.

* Cleaning Services Update (Start Date of 11.4.19)

The new cleaning service, System 4 began on 11.4.19. They have a 2 to 3 person crew. One in the am and one in the pm.

* Meeting/Study Room Rental Update

The Study Rooms are open and have been being used. The meeting rooms will open up for rental as of Monday, Dec. 9, 2019. Library programs will take precedence. All bookings of the rooms go through the Library Director. The procedures for rental and applications are being placed on the new website.

* FY20 Budget Update

Ms. Mwesigwa is still working on the same as the regular audit is still in progress.

* FY20 Audit Update

The regular audit is to be completed Nov. 18, 19, and 20, 2019.

* IMRF Audit

Ms. Withers stated that this audit was completed.

* State Farm Audit

Ms. Withers stated that she had sent all the paperwork to the organization that completes the audits for State Farm and that this one was complete.

* Bank Signatories Update

All information that is needed by the bank will be given to President Jackson so that she along with the two trustees that are to be added to the library bank account (Trustees Gonzalez & Fields) can decide which Saturday is best for all involved.

* Board Business Operation Administration Policy

Trustee Robinson stated that this would be an on-going process where the board will need to review and revise some of their by-laws to produce more transparency.

* Renewal of Snow Removal Contract

Ms. Withers produced the renewal of the snow removal contract for 2019/20 with Reichel & Sons. It is only an increase of $15.00. This is the first increase that has taken place in the last 4 years. We only pay if the removal is needed. Mr. Reichel as an act of faith did complete our sidewalks and parking lots prior to this contract being voted on, this the week because we have been a customer of his for many years.

* Per Capita Monies used for Computers for Media Training Room

Ms. Withers explained that our Per Capita Monies need to be spent on technology, since that is what they are earmarked for from the report that she completed. Many of the upcoming technology projects can utilize these funds.

**New Business**

* Aramark Proposal – mats

Ms. Withers presented the Aramark proposal where mats could be rented on a weekly basis and placed in the library during the winter season to preserve the new library floors. The Aramark personnel would come once a week to remove the salted mats and place new ones down for a rental of only $83.00 per week.

* Copiers/Printers RFP (future)

It was mentioned at the meeting by Ms. Withers that the library may in the near future wish to investigate getting new copiers/printers to replace the four that the library presently has and this could be done on a rolling basis, because we have had many maintenance issues with them.

* Technology RFP (future)

This may be something to consider in the future, to have a contract technology group, rather than paying ala carte because this is more expensive.

* Building and Maintenance Contract (future)

This is another item that the library may wish to consider in the future.

* Security RFP

Ms. Withers stated that the library might wish to put this RFP out again, because we got no takers when it was originally put out in the paper.

* Scanning of Documents

Ms. Withers spoke about a company (Minolta) that comes in, scans your paper documents, and establishes a way for you to retrieve them. She explained that keeping more than the retention rate of 7 years could be dangerous to the organization. The company is going to give a quote of the same that will be presented to the board later.

* Training of Library Staff

Ms. Withers explained that Ms. Victoria Cook, who is the trainer, could conduct two presentations on January 10, 2020. One presentation is $750. She really should be charging two times $750 for two presentations, which would be $1,500, but she is willing to give us a discount and give the second one for $350.00, (on the same day) so that would be $750. Plus $350. = $1,100. Ms. Withers answered the committee’s questions about library closures and in-service trainings, which is normal for public libraries. The committee stated that they did not realize this and thought that the training should take place at all one time with all the staff so that they all could receive the same message at the same time, plus it would cost less for the library. The committee stated that if this was done, then the library would just have to announce to the patrons that the library would be closed in the AM. The committee stated that they were going to mention all of this at the next board meeting for all the trustees input in the matter.

**Chairperson’s Message**

The Chairman stated that much was learned at the workshops and hopefully soon a summary could be given of the same.

**Adjournment**

* Trustee Robinson, adjourned the 11.11.19 Finance Committee Meeting at **7:23pm*.***