**Dolton Public Library District**

**Board of Library Trustees**

**Finance Committee Meeting**

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

**Minutes**

**Call to Order -** Trustee Robinson, who is the Chairperson of the Finance Committee, called the April 8, 2019 Committee Meeting to order at ***7:25 p.m.***

**Roll Call**

Present: [Trustees] Robinson, Copeland, Jackson

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 E. Gonzalez

**Budget to Actual Review**

* March 2019 – information provided by Ms. Mwesigwa
* Year to Date – information provided by Ms. Mwesigwa

Ms. Mwesigwa explained the budget figures and how much had been spent thus far for the construction. She also mentioned that with Quick Books, that it does not do any fund accounting and that we are on a cash basis.

**Unfinished Business**

E-rate Update:

Ms. Mwesigwa explained that a waiver would need to be put in the process due to time zone differences when submitting the E-rate. This will allow for the E-rate process for the library to continue.

**New Business**

* Grant Update

Ms. Mwesigwa told of the various grants that the library is attempting to apply for which are: Next Generation, Ebsco Solar Grant and the Rail Road Grants

* Draft Transfer Resolution

Ms. Mwesigwa mentioned that there would be a need for a resolution for an Inter-Fund Transfer that would be coming up at the next board meeting from the building fund to the operational fund. President Jackson stated that this should be sent to the library attorney (Attorney Baumann) to draft for the next board meeting. The suggested figure was 1 million.

* Discussion for Line item Budget for Christmas Celebration
* There was discussion on this and Trustee Robinson stated that she would like this to be more like a fellowship, than just having dinner. There could be notice of certain employees that have done an outstanding job performance and awarded for the same at this time.
* There was mention by President Jackson that there could be a ‘grab bag’ and she suggested a game to be played where you pass the gift from left to right depending on the number you have chosen. Everyone receives a gift and is surprised. You would have to, place a price on how much a person would spend on a gift. Alternatively, there could be the other type of ‘grab bag’ where persons pull names.
* It was suggested to have an Employee of the Month Award with the picture of the employee granted this honor and have progressively higher gifts if a person receives this honor multiple times. This was decided to begin this process in May/June 2019.
* Some ideas for recognizing honors was gift certificates, pins stating their years of service – milestones and of course monetary awards.
* The suggested amount for budget for the Christmas celebration and items for staff for recognition was $1500. /year.
* Other Items Discussed
* Staff should be pleasant when greeting patrons
* President Jackson told of the clear coverings that are to be placed on the library windows, so you can see out, but people cannot see in. She is obtaining a quote from a Mr. Troy.
* To find another smock option for the library staff, so that when one color is being washed they will have another. The Administrative Librarian is looking for other companies that could be options to bring to the board.
* A feedback form was suggested so that the library can gain information on service provided to the patrons, which they could place in the suggestion box.
* Due to the fact that May 27, 2019 is the scheduled board meeting day, President Jackson asked that a vote be placed on the April Board meeting to vote to have the meeting on Tuesday, May 28, 2019.
* Budget for refreshments for May 2019 Board Meeting when newly elected trustees are sworn in.
* It was decided to have similar refreshments that were served the last time there was a swearing in: small sandwiches, chips, dip, fruit, cheese/crackers, a cake, lemonade and water. Also a plaque or some acknowledgement to the outgoing trustee.
* Discussion of rental of study rooms, Josway Auditorium and Kopac – establishment of a library policy for payment(s)
* The Administrative Librarian conducted a survey of surrounding libraries and it appears that all have some type of pay scale when renting out their rooms. Library programs always are free, but then they appear to have a sliding scale for Village, not-for-profit organizations, schools, Village residents and non-residents.
* It appears as if the representation of the board at the committee meeting wish to charge for room rental, but it was not definitely decided as to the cost, what portions would be given back to the renter if the room is in good condition and exactly what the amount and sliding scale would be based on who is renting. This will have to be totally decided by the board and then the library will institute any policy that they put in place.

**Chairperson’s Message**

None

**Adjournment**

Trustee Robinson adjourned the Finance Committee meeting at ***9:28 pm***