**DOLTON PUBLIC LIBRARY DISTRICT**

**BOARD OF LIBRARY TRUSTEES**

**Regular Meeting**

**Monday, July 22, 2019/ 7:00**

**MINUTES**

**Call to Order**

President Jackson called the 7.22.19 Regular Board Meeting to Order at 7:23pm via telephone.

**Roll Call**

 Present: Trustee[s] - Jackson (via telephone), Copeland, Robinson, Gonzalez,

 Wallace-Culp, and Sorrell.

 Also Present: Administrative Librarian - Allyson Withers

 Business Manager - Lisa Mwsigwa

 Attorney D. Baumann

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

Mr. Reginald Smith (resident of Dolton, IL)

**Approval of Meeting Minutes**

**Approval of Regular Board Meeting Minutes dated June 24, 2019 (Action Item)**

A motion was made by Trustee Wallace-Culp and seconded by Trustee Copeland to approve the June 24, 2019 Board Meeting Minutes.

Response to Approval:

Yeas - [Jackson, Copeland, Robinson, Gonzalez, Sorrell, & Wallace-Culp]

Nays – None

The Motion Passed: 6-0

**Approval of Bills and Review of Financial Statements & Payroll [July 2019] (Action Item)**

A motion was made by Trustee Wallace-Culp and seconded by Trustee Robinson to approve the Bills and Payroll for July 2019.

Response to Approval:

Yeas - [Jackson, Copeland, Robinson, Gonzalez, Sorrell, & Wallace-Culp]

Nays – None

The Motion Passed: 6-0

***Trustee Fields arrived at 7:34pm***

**Communications, Petitions, Resolutions, Ordinances**

1. **Budget Ordinance FY20/ Hearing Notice (Action Item)**

Attorney Baumann stated that there was no need to vote on this.

1. **Ordinance to Update Banking Signatories (Action Item)** [This was tabled and the President asked the Administrative Librarian to email to the attorney who was presently on as signatories to assist her in producing the banking ordinance. The President also asked any of the board to let the Administrative Librarian know if they wish to be on as a banking signatory].

**Reports of Committees and Officers**

1. **Appointment of New Committee Members**

This was tabled by the President. She asked board member to submit if they wished to chair a committee to the Administrative Librarian. This was decided to deal with at the next board meeting.

Trustee Robinson stated that she wishes to remain the chair of Finance and on the other committee of Public Relations that she is on. Trustee Copeland stated that she wishes to remain on the committee she chairs and to remain on the committees she is presently on. Trustee Fields stated that he wishes to be on the Public Relations/Marketing Committee.

1. **Public Relations/Marketing Committee (Trustee Copeland – Chairperson)**
2. **Minutes from Public Relations Committee Meeting 7.8.19**
3. **Donation to Dolton Park District Camp (Update)**
4. **National Night Out (Update)**
5. **Books offered to Library (Update)**
6. **Railroad Renovation Project (Update)**
7. **Display Cases - Discussion**
8. **Trustee Board Plaque (Update)** - this item was transferred to Executive Session
9. **Finance Committee (Trustee Robinson – Chairperson)**
10. **Minutes from Finance Committee Meeting of 7.8.19**
11. **RFQ – Cleaning Services (Action Item) -** tabled
12. **RFQ – Security Services (Action Item)** - tabled
13. **Window Treatments (Action Item)** - tabled
14. **Vendor Contract (Action Item) -** this item was transferred to Executive Session
15. **Meeting Room/Study Room Rental form (Action Item)**

It was requested to add to the form that **"Prices are subject to change"** and

then asked to send to Attorney Baumann for review to have for voting for the next board meeting.

1. **Catering Vendor for Winter Holiday Celebration – Discussion**
2. **Trustee Training (Action Item)**

It was the general board consensus to go ahead and make the arrangements for the trustees to attend the Bloomington, IL Trustee workshop in October 2019.

1. **Labor & Employment**
2. **Building & Grounds/Construction (President Jackson – Chairperson)**

**1. Thornridge usage of room for residency for incoming students**

President Jackson stated that the library should offer Thornridge H.S. use of

 one of our library rooms so that they could have for residency verification for

 incoming students. The President stated that the Administrative Librarian

 would be contacted, but the President also had the Administrative Librarian

 send an email concerning the room to Dr. Dillard. This arrangements was agreed upon by:

 Trustee[s]: Jackson, Wallace-Culp, Sorrell, Copeland, Gonzalez, Fields &

 Robinson.

1. **Policy Committee (Trustee Wallace-Culp - Chairperson)**

[All items listed under the Policy Committee were tabled at this time and were

 to be discussed at more length at their Tuesday, August 20, 2019 Committee Meeting.

1. **Technology Resources Use Policy for Employees (Action Item)**
2. **Internet Computer Safety Policy (Action Item)**
3. **Patron Behavior Policy (Action Item)**
4. **Disposal of Surplus Property Policy (Action Item)**
5. **Floating Holiday for P/T workers under 25 hours (Action Item)**
6. **DPLD Personnel Manual**

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

The Administrative Librarian told of all the events and happenings at the library for the month of June/July 2019.

**Unfinished Business**

**New Business**

A motion was made by Trustee Wallace-Culp and seconded by Trustee Copeland to leave Regular Session and enter Executive Session.

Response to Approval:

Yeas - [Jackson, Wallace-Culp, Sorrell, Copeland, Gonzalez, Fields & Robinson]

Nays – None

The Motion Passed: 7-0

 ***Time left Regular Session -8:37pm***

 **Roll Call:** Trustee[s]: Jackson, Copeland, Robinson, Gonzalez, Sorrell, Wallace-Culp

 & Fields

 ***Time entered Executive Session - 8:38pm***

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

1. **Personnel Update [ Item #1]**
2. **Vendor Contract Renewal (Action Item) [Item #2]**

 ***Time returned to Regular Session - 9:33pm***

**Roll Call:** Trustee[s] Jackson, Copeland, Robinson, Gonzalez, Sorrell, Wallace-Culp, & Fields.

**President’s Message**

A motion was made by Trustee Wallace-Culp and seconded by Trustee Robinson to adjourn the 7.22.19 Regular Board Meeting.

Response to Approval:

Yeas - [Jackson, Wallace-Culp, Sorrell, Copeland, Gonzalez, Fields & Robinson]

Nays – None

The Motion Passed: 7-0

**Adjournment**

President Jackson adjourned the 7.22.19 Regular Board Meeting at ***9:40pm.***