**DOLTON PUBLIC LIBRARY DISTRICT**

**BOARD OF LIBRARY TRUSTEES**

**Regular Meeting**

**Monday, June 24, 2019/ 7:00**

**Minutes**

**Call to Order**

President Jackson called the June 24, 2019 Regular Board of Trustees Meeting to

 Order at ***7:01 pm***.

**Roll Call**

 Present: [Trustees] Jackson (via telephone), Robinson (via telephone), Copeland,

 Gonzalez, Sorrell

 Also Present: Attorney Baumann, Administrative Librarian (Allyson Withers) &

 Business Manager (Lisa Mwsigwa).

 Absent: [Trustees] Fields and Wallace-Culp

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

 Ms. Sharron Flannagan - Dolton resident and Ms. Stephanie Buford - Dolton resident

**Approval of Meeting Minutes**

**Approval of Regular Board Meeting Minutes dated May 28, 2019 (Action Item)**

**Response to Roll Call:**

A motion was made by Trustee Robinson and seconded by Trustee Copeland to

approve the regular board meeting minutes dated 5.28.19

Ayes: [Trustees] Jackson, Robinson, Copeland, Gonzalez, & Sorrell

Nays: [None]

Motion Passed: 5 - 0

***Trustee Fields arrived at 7:06 pm***

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

 **Response to Roll Call:**

A motion was made by Trustee Copeland and seconded by Trustee Sorrell to

approve the June bills and payroll

Ayes: [Trustees] Jackson, Robinson, Copeland, Gonzalez, Sorrell & Fields

Nays: [None]

Motion Passed: 6 - 0

**Communications, Petitions, Resolutions, Ordinances**

**-Prevailing Wage ordinance [Attorney D. Baumann] (Action Item)**

A motion was made by Trustee Sorrell and seconded by Trustee Robinson to

approve the prevailing wage ordinance 6.24.19 pending any corrections

Ayes: [Trustees] Jackson, Robinson, Copeland, Gonzalez, Sorrell & Fields

Nays: [None]

Motion Passed: 6 - 0

 **-Budget Ordinance FY20 (Action Item)**

Attorney Baumann stated that there was no need to vote on the Budget Ordinance FY20

**-Non-Resident Fee Program (Action Item)**

A motion was made by Trustee Copeland and seconded by Trustee Sorrell to

approve Non-Resident Fee Program for 2019

Ayes: [Trustees] Jackson, Robinson, Copeland, Gonzalez, Sorrell & Fields

Nays: [None]

Motion Passed: 6 - 0

**Reports of Committees and Officers**

 **-Appointment of New Committee Members** [tabled]

 **-Public Relations/Marketing Committee (Trustee Copeland – Chairperson)**

**-Minutes from Public Relations Committee Meeting 6.10.19**

**-Smocks (Action Item)**

A motion was made by Trustee Copeland and seconded by Trustee Gonzalez to

approve the actual purchase of the royal blue smocks for the library staff.

Ayes: [Trustees] Jackson, Robinson, Copeland, Gonzalez, Sorrell & Fields

Nays: [None]

Motion Passed: 6 - 0

**-Donation to Dolton Park District Camp (Action Item)**

A motion was made by Trustee Robinson and seconded by Trustee Fields to

approve the donation of $250. from the library to the Dolton Park District Camp for a camper's tuition.

Ayes: [Trustees] Jackson, Robinson, Copeland, Gonzalez, Sorrell & Fields

Nays: [None]

Motion Passed: 6 - 0

**-Update on – 50/20 Program**

There will be no program this summer due to lack of funding and a

 late start.

**-Books offered to Library (Action Item)**

There was no vote, but the President asked that the Administrative

 Librarian to compose a letter to the Mayor to see what would be

 involved for the library to come and pick up the books, now that

 the library has been renovated with the room.

**-Display of Books (Action Item)**

There was no vote now. To be considered once the books are acquired.

**-Trustee Board Plaque (Action Item)**

A motion was made by Trustee Robinson and seconded by Trustee Copeland to

remove the Trustee Board plaque due to it being incorrect and to purchase a new correct one.

 Ayes: [Trustees] Robinson, Copeland, Gonzalez, Sorrell & Fields

Nays: [Trustee] Jackson

Motion Passed: 5 - 0

**Finance Committee (Trustee Robinson – Chairperson)**

**-Minutes from Finance Committee Meeting of 6.10.19**

**-RFP – Cleaning Services (Action Item)**

A motion was made by Trustee Copeland and seconded by Trustee Gonzalez to

approve the RFP for Cleaning Services and have the library post the same in the newspapers.

Ayes: [Trustees] Jackson, Robinson, Copeland, Gonzalez, Sorrell & Fields

Nays: [None]

Motion Passed: 6 - 0

**-RFP – Security Services (Action Item)**

A motion was made by Trustee Sorrell and seconded by Trustee Copeland to approve the RFP for Security Services and have the library post the same in the newspapers.

Ayes: [Trustees] Jackson, Robinson, Copeland, Gonzalez, Sorrell & Fields

Nays: [None]

Motion Passed: 6 - 0

**-Window Treatments (Action Item)**

The board decided to ask the Administrative Librarian to gain another bid, so that there will be three (3) choices to be presented at the next board meeting.

**-Furniture (Action Item)**

The board decided to table this item for later.

**Labor & Employment ( – Chairperson)**

**Building & Grounds/Construction (President Jackson – Chairperson)**

 **-Egress Proposal (Action Item)**

The board decided to table this item for later.

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

**-Minutes from Policy Committee Meeting of 6.18.19**

**-Technology Resources Use Policy for Employees (Action Item)**

The board decided to table this item for later.

**-Internet Computer Safety Policy (Action Item)**

The board decided to table this item for later.

**-Patron Behavior Policy (Action Item)**

The board decided to table this item for later.

**-Disposal of Surplus Property Policy (Action Item)**

The board decided to table this item for later.

**-Floating Holiday for P/T workers under 25 hours (Action Item)**

The board decided to table this item for later.

**-DPLD Personnel Manual**

The board decided to table this item for later.

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

**Unfinished Business**

**New Business**

**-Telephone Contract (Action Item)**

The board decided to table this item for later.

A motion was made by Trustee Sorrell and seconded by Trustee Gonzalez to move from regular Session to Executive Session.

Ayes: [Trustees] Jackson, Robinson, Copeland, Gonzalez, Sorrell & Fields

Nays: [None]

Motion Passed: 6 - 0

 ***Entered Executive Session at 8:00pm***

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

**-Personnel (Action Item) [#16]**

**-Vendor Contract Renewal (Action Item) [#2]** tabled

 ***Re-entered Regular Session at 8:50pm***

A motion was made by Trustee Gonzalez and seconded by Trustee Copeland on

5 ILCS 120/2 (c) (16)

Ayes: [Trustees] Jackson, Robinson, Copeland, Gonzalez, Sorrell & Fields

Nays: [None]

Motion Passed: 6 - 0

 ***Trustee Robinson left meeting at 8:59pm***

**President’s Message**

[None]

**Adjournment**

A motion was made by Trustee Sorrell and seconded by Trustee Fields to adjourn the June 24, 2019 Board Meeting.

Ayes: [Trustees] Jackson, Copeland, Gonzalez, Sorrell & Fields

Nays: [None]

Motion Passed: 5 - 0

President Jackson adjourned the 6.24.19 Board Meeting at ***9:04 pm***