**DOLTON PUBLIC LIBRARY DISTRICT**

**BOARD OF LIBRARY TRUSTEES**

**Regular Meeting**

**Wednesday, February 20th, 2019/ 7:00 pm**

**Held at Franklin School Gym**

**14701 Chicago Road**

**Dolton, IL 60419**

**[Main Entrance next to driveway]**

**Minutes**

**Call to Order** President Jackson called the February 20, 2019 Regular Board Meeting to order at **7:10 p.m.**

**Roll Call** Present: Trustee(s) Jackson, Copeland, Robinson, Williams, Gonzalez

Absent: Trustee(s) Wallace-Culp, Sorrell

Also Present: Attorney Baumann, Administrative Librarian Allyson Withers

and Business Manager Lisa Mwesigwa

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

Athi Toufexis - Studio GC

**Construction Update**

President Jackson asked if all would agree to move the Construction Update with Ms. Toufexis at the beginning of the meeting and all Trustees agreed to the same.

Ms. Toufexis gave an update of the happenings with the library renovation project and timelines. It was mentioned that President Jackson has a construction meeting every Tuesday at 2 p.m. where she meets with all the contractor supervisors, and the architect along with herself.

**Approval of Meeting Minutes**

**Approval of Regular Board Meeting Minutes dated November 26th, 2018 (Action Item)**

Response to Approval:

A motion was made by Trustee Copeland and seconded by Trustee Robinson to approve the November 26, 2018 Regular Board Meeting Minutes

Yeas: Trustee(s) Jackson, Copeland, Robinson, Williams and Gonzalez

Nays: none

Motion Passed: 5-0

**Approval of Bills and Review of Financial Statements & Payroll**

**January 2019 (Action Item)**

**February 2019 (Action Item)**

Response to Approval:

A motion was made by Trustee Williams and seconded by Trustee Copeland to approve the January 2019 A/P and Payroll ($259,175.64) and the February 2019 A/P and Payroll (172,538.22)

Yeas: Trustee(s) Jackson, Copeland, Robinson, Williams and Gonzalez

Nays: none

Motion Passed: 5-0

**Communications, Petitions, Resolutions, Ordinances**

A. Thank you letter from Alan Erke for retirement gift from library

B. FOIA - electric bill

**Reports of Committees and Officers**

1. Public Relations/Marketing Committee (Trustee Copeland – Chairperson) – no December 2018/January/February 2019 meeting(s).
2. Finance Committee (Trustee Robinson – Chairperson)
3. Minutes of Finance Committee Meeting dated Monday, December 10th, 2018. No January 2019 meeting.
4. Minutes of Finance Committee Meeting dated Monday, February 11th, 2019
5. Labor & Employment (Trustee Williams – Chairperson) – no December 2018/January/February 2019 meeting(s).
6. Building & Grounds/Construction (PresidentJackson – Chairperson) - Update given by Ms. Toufexis on construction update at the beginning of the meeting.
7. Policy Committee (Trustee Wallace-Culp - Chairperson) – no December 2018/January/February 2019 meeting(s).

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

The Administrative Librarian gave a report of the goings on with the staff while working at School District 148

**Unfinished Business**

**Website Design Chosen Option (Action Item)**

Response to Approval:

A motion was made by Trustee Robinson and seconded by Trustee Williams to choose Option One for a web design over Option Two for both desktop and mobile looks for the library's website.

Yeas: Trustee(s) Jackson, Copeland, Robinson, Williams and Gonzalez

Nays: none

Motion Passed: 5-0

**Bibliotheca Gates Update (Action Item)**

Response to Approval:

Yeas: Trustee(s) Jackson, Copeland, Robinson, Williams and Gonzalez

Nays: none

Motion Passed: 5-0

**Telephone System (Final Update)**

Ms. Mwesigwa explained that the workers were at the ending portion of installing the new phone system.

**Door Access/Wiring/Cameras- (Final Update)**

Ms. Mwesigwa explained that all of the above was in the process of incoming to be installed.

**Fire/Alarm System (Final Update)**

Ms. Mwesigwa explained that Quality Alarm has been in this week with installation of the new system and also dealing with radio lines.

**E-Rate/Grant Update**

Ms. Mwesigwa explained that there was a process of rate percentage with Category 1 and Category 2 in the E-rate process that she is presently working on, but there is a stringent date parameter that one has to work within which is in March.

**Audit (Final Update)**

Ms. Mwesigwa explained that this was completed and that there is a copy of the final product for the Trustees to review.

**New Business**

**Exterminator To Be Chosen (Action Item)**

Response to Approval:

A motion was made by Trustee Jackson that Orkin is a reputable company that would be beneficial to the library for this task and Trustee Williams seconded the motion.

Yeas: Trustee(s) Jackson, Copeland, Robinson, Williams and Gonzalez

Nays: none

Motion Passed: 5-0

**Locksmith To Be Chosen (Action Item)**

Response to Approval:

A motion was made by Trustee Copeland and seconded by Trustee Williams to choose The Safe Man to repair the safe lock in the business office of the library.

Yeas: Trustee(s) Jackson, Copeland, Robinson, Williams and Gonzalez

Nays: none

Motion Passed: 5-0

**Grand Opening Budget (Action Item)**

The Board discussed this at length and the decision was to have a Committee for the Grand Re-Opening to discuss a budget, that would consist of Trustee(s) Williams, Copeland and Robinson and Trustee Gonzalez would a link to the community.

**Ridderford Contract Renewal (Action Item)**

The Board decided just to go ahead and sign the maintenance contract for the roof. The President signed the contract and a copy was sent to Ridderford. Arrangements will be made for Ridderford to do their Spring maintenance once back at the library.

**Projectors – Vendor (Action Item)**

Response to Approval:

A motion was made by Trustee Williams and seconded by Trustee Copeland to leave space for smart boards and projectors.

Yeas: Trustee(s) Jackson, Copeland, Robinson, Williams and Gonzalez

Nays: none

Motion Passed: 5-0

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

**President’s Message**

**Adjournment**

Response to Approval:

A motion was made by Trustee Gonzalez and seconded by Trustee Robinson to adjourn the February 20, 2019 regular board meeting.

Yeas: Trustee(s) Jackson, Copeland, Robinson, Williams and Gonzalez

Nays: none

Motion Passed: 5-0

President Jackson adjourned the meeting at **9:07 p.m.**