**DOLTON PUBLIC LIBRARY DISTRICT**

**BOARD OF LIBRARY TRUSTEES**

**Public Relations Committee Meeting**

**Monday, August 12, 2019 at 8:00 pm**

**Minutes**

**Call to Order** – Trustee Louise Copeland, who is the Chairperson of the Public Relations Committee call this Meeting to Order at ***8:16 pm***.

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

Also Present: Allyson Withers (Administrative Librarian)

Lisa Mwesigwa (Business Manager)

**Introduction of Visitors and Public Comments [visitors please keep to no more than two (2) minutes**] - None

**Unfinished Business**

1. Update on Upcoming Events (Village/Township/Library)

Trustee Copeland provided information concerning the following:

* The upcoming scheduled Peace March/Walk (9.21.19) at

Dolton Food for Less Parking Lot (12noon to 4pm)

1. Update on Book receivable/request

* This appears to be a moot point at this stage

1. New Smocks Arrival

* The new royal blue smocks for library staff have arrived and been

distributed. All staff will wear the same color smock/month.

1. Framing of Article completed

* Ms. Withers showed the article that had been in the Shopper about the Grand Opening that had been framed. The Board has to decide where they wish it hung.

1. Website Update

* Ms. Withers explained that she is presently working with Weblinx to add items to the website, now that they are completed with the coding. They should have a mock up in about 2 months to view.

1. Monitors running

* Ms. Withers told the committee that the display monitors are presently working to display information concerning the library and upcoming programs to the patrons. One of the new employees has been spearheading this. One of the other employees is spearheading the Marquee sign.

1. Trustee Workshop update information

* All Trustee Workshop information for those attending the October workshop was distributed.

**New Business**

1. New Book Scanner (pricing)

Book Scanner information from Bibliotheca was presented to the committee as they requested and it was their hopes that this could be agreed upon by the Board, to just get the separate desenthetizer/senthetizer for the library.

**Open Discussion**

**Chairman’s Message**

Trustee Copeland stated that it is her hope that we all stay connected and to keep the communication level constant and to be aware of non-communication.

**Adjournment**

Trustee Copeland adjourned the 8.12.19 Public Relations Committee Meeting at ***8:41 pm***