**Dolton Public Library District**

**Board of Library Trustees**

**Finance Committee Meeting**

**Monday, May 13 2019 - 7:00 p.m.**

**Minutes**

Held at Dolton Public Library District

14037 Lincoln Avenue

Dolton, IL 60419

**Call to Order**

 Trustee P. Robinson (Chairperson – Finance Committee) called the 5.13.19 meeting to

 Order at 7:09 pm

**Roll Call**

 Present: Trustees Robinson and Copeland

 Absent: Trustee D. Williams

 Also Present: A. Withers (Administrative Librarian) and Lisa Mwesigwa (Business Manager)

**Introduction of Visitors and Public Comments [visitors please keep to no more than 2 minutes]**

 Trustee E. Gonzalez

**Budget to Actual Review**

* April 2019
* Year to Date

Ms. Mwesigwa explained the expenditure figures for the month of April 2019 and what

has been spent year to date.

**Unfinished Business**

 **- Erate Update**

 Ms. Mwesigwa stated again that she is not an Erate expert and that the entire

 process is a tedious and technical one. She explained that a ‘waiver’ has been

 placed in the system and thus far it has not been rejected. One finds out every

 first of the month. Hopefully we will know something soon. Ms. Mwesigwa

 explained that even now the FCC is involved in the process to make sure all

 regulations are followed.

 - **Grant Update**

 Ms. Mwesigwa stated that she is still in hopes of us getting some lead-way with the

 “Next Generation Grant”. It is still under review. This grant could hopefully

 provide for laptops that could be utilized for programming with robotics for tots.

 She explained that the library does not want to spread itself too thin, until we have

 the ample staffing to run some of these programs. Ms. Withers mentioned at this

 point about the fact that many grants ask about an organization’s asset management,

 one, which a large portion is supplies. It was further stated that the library now

 can purchase their supplies and do ‘one-stop-shopping’ via Staples Business

 account. In this way reports can be generated and the library will have a better

 handle on what they are spending and there would not be duplicate spending. By

 conducting our purchasing through our Staples Business Account, we have asset

management in place, which would be a plus for us when applying for future, grants.

Ms. Mwesigwa stated further that we did get the Book Grant concerning health issues and the books to go along with the program and that since no one wanted to run that program, that more than likely she would be.

 - **Website Update**

 Ms. Withers stated that Weblinx said that this is the longest stage of setting up

 the new website, which is coding that they are still trying to complete. Ms.

 Withers will soon be working with them as to see what can be transferred from the

 older site to the new site.

 **- Interfund Transfer Update**

 Ms. Mwesigwa gave an update on this.

 **- Bibliotechca Update**

 Ms. Withers shared the ‘end of life’ letter sent by Bibliotechca on our tattletale

 gates. Although they have been repaired and are working, Bibliotheca was

 stating in the letter that as of this year end they will no longer support this model

 of gates, due to their age.

**New Business**

* Discussion of **Rental of Study/Meeting Rooms**, Josway and Kopack - establishment of a library policy for payment

Trustee Copeland provided a sample of the Crete Public Library policy concerning

Room Rental and asked that Ms. Withers use that as a guideline for the DPLD policy. Once this is done, the committee can review to make any revisions that can then be reviewed by the total board to be approved. It was mentioned that Crete

Library charges by the hour and thought that was a good policy, so people would not think that if they pay an amount that they could have for all day. [Crete Public Library District charges $30/hour for room rental].

* **RFP – Cleaning Services**
* **RFP – Security Services**

The Finance Committee did a final review and these will be brought to the

Total Board Meeting for approval to display in the newspaper.

* **Carts (re: Audio/Visual)**

The library is in need of purchasing 4 audio/visual carts that will be used in the

Josway, Kopac, Media Room and the Trustee Room. Ms. Withers was asked to

see if we could find something more reasonable in cost. Several options were

presented, and the Finance Committee are recommending cart #2

* **Dolton Park District Summer Camp Possible Donation**

Trustee Robinson and Trustee Copeland attended the Annual Dolton Park District

Brunch for the community and at the function the Park District asked if anyone or

entity would be willing to make a donation, so that some of the youth in the

community would be able to attend the summer camp. It was suggested that

the library could donate $250. to the Park District since last year the library

donated $500 to Thornridge. In this way if there is a scheduled *National Night*

*Out*, the library would still be able to donate $250. This was going to be brought

to the total board for a vote of approval.

* **Bank Name Change – Discussion**

It was reiterated that mbFinancial is now 5/3 Bank and that eventually items will

need to be changed, but at this time nothing need be, although there was some

difficulty getting into accounts due to the change, but eventually were rectified.

* **Prevailing Wage Ordinance**

This was mentioned that this would have to be drawn up by the library attorney and

presented at the May 2019 Board Meeting.

* **Change of policy numbers for Workmen’s Compensation and Business Policy (Building owners’ policy).** Commercial Liability Umbrella to stay the same policy number. – Discussion

Ms. Withers stated that State Farm had changed the library’s Workmen’s Compensation policy number and soon would be doing the same with the Business

Policy, due to computerization and State Farm attempting to modernize their accounts. This information will also be relayed the other board members at the May 2019 Board meeting, so all are aware.

* **Furniture (includes window coverings and smocks)**

Trustee Copeland had asked that Ms. Withers look for another smock in different

colors so that the library staff would have another option to wear when their maroon smocks are being washed. A button-up version was chosen and it was asked that Ms. Withers check with the staff to see their color preference of teal or royal blue. Once there was a preference gained from the staff, to order a sample to see how the smock is in person.

***At 8:30 pm, President Jackson joined the call by telephone*** to explain the quote and pictures that she had received concerning the window coverings. These film coverings are such that you cannot see in but one in the library can see out. She suggested that if anyone would be interested in seeing what they look like, she stated that on that Wed./Thurs. of the week that the company was installing them by the Athletic Dept. at Thornridge School. President Jackson asked that if anyone had any further questions or issues to let her know in order to see if the library would be able to move forward with this. There were questions posed about the font size, difference in cost with trees vs. plain vs. writing.

**Chairman’s Message**

 None

**Adjournment**

 A motion was made by Trustee Copeland to adjourn the meeting.

 Trustee Robinson adjourned the 5.13.19 Finance Committee Meeting at 9:00 pm