**Dolton Public Library District**

**Board of Library Trustees**

**Finance Committee Meeting**

Monday, August 12th, 2019 - 7:00 p.m.

**MINUTES**

**Call to Order** – Trustee Patricia Robinson, who is the Chairperson of the Finance Committee called the 8.12.19 Finance Committee Meeting to Order at ***7:07pm.***

**Roll Call** – Present: Trustee(s) 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 2 minutes]** - Trustee E. Gonzalez

**Budget to Actual Review**

* July 2019
* Yr. to date

Ms. Mwesigwa stated that she does not have these figures presently because she is still working on the final figures of the fiscal budget.

**Unfinished Business**

* Update on RFPs for Cleaning Services & Security Services

Ms. Withers provided the information on the various cleaning services that had put forth proposals and hopefully this can be voted on the next Board Meeting. She stated that she is still waiting for information to have at least three choices for Security Services.

* (2019 – 2020) Tentative Annual Budget (update)

Ms. Mwesigwa stated that the budget is out for display.

* Meeting Room/Study Room Policy Information

Ms. Withers stated that this was sent to the attorney to review, but have not heard back from her as of yet. Hopefully, the Board can vote on at the next meeting since the patrons are continuously asking about the same. This can be placed on the website.

* Vendor Contract
* Caterers for Holiday Event

Ms. Withers stated that she could place this information on a grid, so that the Board could vote on the same.

**New Business**

* Ordinance to Update Banking Signatories

Ms. Mwesigwa explained that she had sent a prior Ordinance for Banking Signatories to Attorney Baumann that she could use as an example to use, so that this could be voted upon at the next Board Meeting. Ms. Withers provided Attorney Baumann a listing of who presently is on the signage, as well as, who is on there, but no longer Board members.

* Board Business Operation Administration Policy

The Finance Committee would like to update the present Board By-Laws to account for the present time to deal with business operational procedures, as well as, to ensure that all communication that the President receives is also given to the Vice-President, in case of emergencies and transparency.

**Chairman’s Message**

* Trustee Robinson thanked all for their time.

**Adjournment**

* Trustee Robinson, adjourned the 8.12.19 Finance Committee Meeting at ***8:15pm.***