**Dolton Public Library District**

**Board of Library Trustees**

**Finance Committee Meeting**

Monday, September 9th, 2019 - 7:00 p.m.

**MINUTES**

**Call to Order** – Trustee Louise Copeland, member of the Finance Committee, filled in for Trustee Robinson, Chair of the Committee and called the 9.9.19 Finance Committee Meeting to Order at ***7:04pm.***

**Roll Call** – Present: Trustee Copeland

 Also Present: Lisa Mwesigwa (Business Manager)

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

**Budget to Actual Review**

* August 2019
* Yr. to date

Ms. Mwesigwa stated when the final FY20 budget is still in final approval process by the Board and she will be able to input those figures to complete the Budget to Actual Analysis once the final budget is approved.

**Unfinished Business**

* Cleaning Services & Security Services Recommendation

The Committee is making recommendation to the Board that System 4 be chosen for the Cleaning contract. System 4 presented two service proposal options and the Committee is recommending the 5 day Proposal Option. The Security Services proposal was put on hold on now.

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

The final budget was tabled and is on the September 2019 Regular Board Agenda for The Attorney to present for final Board Approval.

* Meeting Room/Study Room Policy Information

The Application was tabled and the Attorney is to review for final Board approval at the September 2019 Regular Board meeting

* Caterers for Holiday Event Recommendation

The Finance Committee was looking at Sweet Treats and L&L Catering as the finalist of the proposals presented. The Finance Committee is recommending Sweet Treats to the Board for approval of the Catering Contract and would also like to revise the menu a bit. When Allyson Withers, the Administrative Librarian returns she can connect with the caterer on revising the menu.

* Ordinance to Update Banking Signatories

This was tabled and the Board is to approve once the Attorney presents in the September 2019 Regular Board Meeting.

* Board Business Operation Administration Policy

The Finance Committee is continuing its update of 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.

**New Business**

* New Book Scanner Recommendation

Book Scanner information from Bibliotheca was presented to the Board and the Finance Committee is making recommendation for this purchase. The Finance Committee is making recommendation for C&D not A&B for the total of $1815.00

* Trustee Copeland made notice of a change of dates for the Finance Committee and Public Relations Committee meetings in respect of upcoming holidays. The October 2019 Finance and Public Relations Committee meetings scheduled to fall on Columbus Day have been moved to October 15th. The November 2019 Finance and Public Relations Committee meetings scheduled to fall on Veteran’s Day have been moved to November 12th. Also in consideration of Daylight savings time, all of the Finance Meetings will be moved to 6:30pm instead of 7:00pm and the Public Relations Committee time has been moved to 7:30pm instead of 8:00pm.

**Chairman’s Message**

* Trustee Copeland did not give a formal message as she was filling in for Trustee Robison.

**Adjournment**

* Trustee Copeland, adjourned the 9.9.19 Finance Committee Meeting at ***7:15pm.***