**Dolton Public Library District**

**Board of Library Trustees**

**Finance Committee Meeting**

**Monday, October 14, 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 10.14.19 meeting to

Order at ***6:56 pm***

**Roll Call**

Present: Trustees Robinson and Copeland

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 and Trustee Fields

**Budget to Actual Review**

* September 2019
* Year to Date

Ms. Mwesigwa explained that she had been previously working with the budget since it had been delayed, and preparing information for the audit and that she would have this information later, because she is catching up the figures so that there is the complete picture.

**Unfinished Business**

**- Erate Update**

Ms. Mwesigwa stated that our Erate has been approved but we have to choose from two ways of being reimbursed.

a. payment can be done ahead and the library is reimbursed

b. Have them pay and the library only pay 15% and this does not tangle up the library funds. This is the method that Ms. Mwesigwa recommends.

- **Grant Update**

Ms. Mwesigwa stated that she is still in hopes of us getting some lead-way in the future with the “Project Next Generation Grant” and "Solar Energy Grant". This grant could hopefully provide for laptops. The "Project Next Grant" she found out is not for toddlers but for children ages 11 - 16.

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 has been completed and it was the initiative to begin the Genealogy Program. She further stated that ICN is willing to assist with additional help on the E-Rate if needed. She also would like to work with some of the railroad grants that Trustee Gonzalez had suggested earlier.

- **Website Update**

Ms. Withers stated that she has steadily been sending Weblinx items to add on the 'new' demo site, such as the present Board and their offices, policies, history of the library, days/hours open, holidays observed the meeting rooms/study rooms policy and application. There also will be placed on the site the current year of minutes and agendas and there have been gathered a listing of FAQs that patrons ask often.

Weblinx also has migrated the still pertinent information from the old website to the new demo one. The demo site had already been shared with the Public Relations Committee, but if any of the other board would like to view the same, the link is:

Of course the website will always be a 'work in progress' with placing new items on the same, but Weblinx said that they would have a fairly completed product by the end of the year.

**- New Cleaning Services Update**

Ms. Withers stated that the newly voted cleaning services, *System 4* stated that they will have 2 to 3 people on their crew and they will come for two walk throughs to get the lay of the library before beginning on Monday, November 4, 2019. Ms. Withers will also contact the prior cleaning services to let them know that we no longer will be in need of their services.

**- Meeting/Study Room Rentals Update**

Ms. Withers stated that the Meeting/Study Room Rental forms had been reviewed by the attorney and she had sent out to all the library staff to ensure that they understand the policy so they can be able to field any questions from the patrons. She stated that the Study Rooms would be open that week and that as soon as the final set ups are all in place for the Meeting Rooms (i.e. refrigerator in Josway, DVD set up in the meeting rooms are in place that the meeting rooms would be open for rental. Of course all library programs take precedent over any rentals of rooms. Meeting Room(s) rental will come through the Administrative Office. She also mentioned that she was going to have a book with the complete Study Room/Meeting Room Policy with the application at each of the desks (Reference, Circulation, Youth Services and the Administration/Business Office). This will eventually be on the website, where the patrons can fill out the application forms and send the same to the Library Director via email. In the interim there will be application for room rental and A/V equipment rental placed at the Circulation Desk, once the rental begin.

**- FY 20 Audit**

Ms. Mwesigwa stated that both she and Ms. Withers were working with the auditors to proceed with the library's audit. She mentioned that this is a tedious task and there are several documents that have to be submitted to the auditors, where afterwards they will come for a site visit to the library. At this time Ms. Withers also mentioned that there is another audit - IMRF Audit and that also entails providing several documents to IMRF. They also will have a library site visit after all the documents are provided that they need.

**- Bank Signatories Update**

Ms. Withers stated that what is needed to go through this would be the approved minutes where the signatories were voted on to be changed, along with one of the current signatories. She mentioned that President Jackson wished to be the current signatory to accompany the two Trustees that will be put on the library accounts at the bank (Trustee Gonzalez and Trustee Fields). They both stated that Saturdays work better for them, which was relayed to the President. When they come to the bank they also would need the ordinance and the two new persons should have their ID such as their drivers' license or state ID.

**- Holiday Event Update**

Ms. Withers stated that all was set with the caterer to arrive on Dec. 1, 2019 early (2pm) to set up and that the staff and trustees will be served at 4:30pm. In that way persons will not be out late in the evening. Plenty of games and excitement have been planned by the event staff committee for the celebration. 1/2 of the payment to the caterer will be provided so that that the date is confirmed. The other 1/2 payment is due on the date of the event or 1 week prior.

**- Board Business Operation Administration Policy**

Trustee Robinson mentioned that the board could speak more to this, and perhaps learn some things from the upcoming Trustee Workshops. This could assist the board in revising their by-laws in which to develop a Board Business Operation Administration Policy.

**New Business**

* **Per Capita received**

Ms. Withers mentioned that she received the library's per capita check of $28 plus thousand dollars. This per capita was ear-marked for technology and that it would be good if the library could possibly purchase more computers for the Media Training Room for classes to take place. She is planning on more investigation of the same. She also mentioned that she just received the link to produce the next year's per capita report which is due in January 2020. There is much involved with getting figures together for the State. At this time it was mentioned by Ms. Mwesigwa that the library may wish to sign a contract for technology maintenance, because although it was voted to have Heritage come in and do our I.T. projects, the board never entered a contract with them and now we are paying more ala cart.

* **Second Tower receive for Adult side**

Ms. Withers stated that the second tower for patrons to hook their laptops up had been purchased, a tattle-tale tag placed on it and placed between 4 library carrels, so 4 persons can use it. Now that the library had 2 towers, this gives 8 outlets for patrons to hook up their laptops on the adult side of the library. This matches the 6 outlets that are available on the Youth side of the library.

**Chairman’s Message**

None

**Adjournment**

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

Trustee Robinson adjourned the 10.14.19 Finance Committee Meeting at ***7:52 pm***