**DOLTON PUBLIC LIBRARY DISTRICT**

**BOARD OF LIBRARY TRUSTEES**

**Public Relations Committee Meeting**

**Monday, October 14, 2019 at 8:00 pm**

**Minutes**

**Held at Dolton Public Library District**

**14037 Lincoln Avenue**

**Dolton, IL 60419**

**Call to Order** – Trustee Louise Copeland, who is the Chairperson of the Public Relations Committee called this Meeting to Order at ***7:53 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**] - Trustee Fields

**Unfinished Business**

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

Trustee Copeland provided information concerning the following:

* The new cannabis presence in Dolton and the Town Hall Meetings that the Village is having concerning this on October 26, 2019. These meetings are being held at the Village Hall.
* Trustee Copeland also stated that much can be learned of what is happening in the Village at every 2nd Saturday at 'Coffee with the Mayor'.
* There was mention of the housing meetings that have been taking place concerning BP Capital.
1. 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 if not before.

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.

1. Trustee Workshop update information

- The trustees planning on attending the Trustee Workshop at the end of the week out of town, made sure to check with each other to make sure everything was in place. Ms. Mwesigwa asked them to make sure to bring back any receipts that they would get during the trip.

1. New Book Scanner Update

- Ms. Withers stated that the new book scanner had arrived and was installed. She also mentioned that the library staff were very happy to have the new scanner vs. scanning the books on the older one behind the circulation desk.

1. Census Program Update

- Ms. Withers mentioned that she got in touch with Mr. Sorrell from the Commissioner's office which was the contact information provided by Trustee Copeland and that there was a plan to have a preliminary census meeting at the library for the community on November 14, 2019. More information about this is to be forthcoming.

1. Employee of the Quarter

- Ms. Withers noted that the first *Employee of the Quarter* had been awarded, which was Nalondria Banks. Ms. Withers stated that although a newcomer, Ms. Banks has stepped in and gone beyond the call of service and has taken on the technological responsibility of the library monitors, which is great marketing for the library and the community.

**New Business**

**Open Discussion**

* Trustee Gonzalez spoke about the possibility of setting up a "Free Little Libraries".
* Trustee Gonzalez mentioned that the library needs to purchase new display cases.
* Trustee Copeland mentioned the possibility of repainting of the bike rack. Ms. Withers told the group that this was something along with the painting of the library garage door(s) and covering of the outside electrical outlets so that persons will not stand outside to charge their phones and thus cost the library more money, was in the works.

**Chairman’s Message**

 None

**Adjournment**

 Trustee Copeland adjourned the 10.14.19 Public Relations Committee Meeting at ***8:21 pm***