**DOLTON PUBLIC LIBRARY DISTRICT**

**BOARD OF LIBRARY TRUSTEES**

**Regular Meeting**

**Monday, March 25th, 2019/ 7:00 pm**

**Held at Lincoln School**

**14151 Lincoln Avenue**

**Dolton, IL 60419**

**Reading and Restorative Room (straight forward from the parking lot – Door #7)**

**Minutes**

**Call to Order**

President Jackson called the Monday, March 25, 2019 Regular Board Meeting to order

At ***7:06 pm***

**Roll Call**

Present: [Trustees] Sorrell, Williams, Copeland, Gonzalez, Robinson, Jackson, and Wallace- Culp

Absent: none

Also Present: Administrative Librarian – Allyson Withers, Business Manager – Lisa Mwesigwa and Attorney Baumann – by telephone

**Introduction of Visitors and Public Comments [visitors please only take 2 mins]**

Ms. Sharon Flanagan and Ms. Stephanie Buford – both residents of Dolton, IL

**Approval of Regular Board Meeting Minutes dated February 20, 2019 (Action Item)**

**Response to Roll Call:**

A motion was made by Trustee Williams and seconded by Trustee Copeland to approve the Regular Board Minutes dated February 20, 2019.

Ayes: [Trustees] Copeland, Robinson, Jackson, Wallace-Culp, Gonzalez, Sorrell, and Williams

Nays: None

Motion Passed: 7 – 0

**Approval of Special Board Meeting Minutes dated March 18, 2019 (Action Item)**

A motion was made by Trustee Copeland and seconded by Trustee Williams to approve the Special Board Meeting Minutes dated March 18, 2019.

**Response to Roll Call:**

Ayes: [Trustees] Copeland, Robinson, Jackson, Wallace-Culp, Gonzalez, Sorrell, and Williams

Nays: None

Motion Passed: 7 – 0

**Approval of Bills and Review of Financial Statements & Payroll [March 2019] (Action Item)**

**Response to Roll Call:**

A motion was made by Trustee Williams and seconded by Trustee Gonzalez to approve the Bills and Payroll from March 2019

Ayes: [Trustees] Copeland, Robinson, Jackson, Wallace-Culp, Gonzalez, Sorrell, and Williams

Nays: None

Motion Passed: 7 – 0

**Communications, Petitions, Resolutions, Ordinances**

-FOIA

The Administrative Librarian explained that a FOIA came from the carpenters union for a payroll of GMA Construction for a particular time period. Copies of what was submitted to fulfill the FOIA request was given to the board

**Reports of Committees and Officers**

1. Public Relations/Marketing Committee (Trustee Copeland – Chairperson)

Trustee Copeland read the minutes as to what happed at the Monday, March 11, 2019 Public Relations Committee Meeting.

1. Finance Committee (Trustee Robinson – Chairperson)

Trustee Robinson read the minutes as to what transpired at the March 11, 2019 Finance Committee Meeting.

1. Labor & Employment (Trustee Williams – Chairperson)

There was no Labor & Employment Committee Meeting for the month of March 2019

1. Building & Grounds/Construction (President Jackson – Chairperson)

President Jackson who is the Chairperson of this committee, gave an update

as to the construction and also told the trustees that after the meeting that they

would tour the newly renovated facilities. The library staff will be moving back to the library on March 25, 2019. The Grand Re-Opening will take place on Saturday, March 30, 2019 (11am to 1pm). The library will officially be open to the public on Monday, April 8, 2019.

1. Policy Committee (Trustee Wallace-Culp)

There was no Policy Committee Meeting for the month of March 2019.

**Librarian’s Report** [Allyson D. Withers]

The Administrative Librarian gave a report of what was transpiring with the staff, as well as, the preparation process being undertaken to move back to the library.

***Trustee Wallace – Culp left at 7:58 p.m.***

**Unfinished Business**

1. **Monitors/Projectors (Action Item)**

A motion was made by Trustee Williams and seconded by Trustee Copeland to approve the monitors/projectors

**Response to Roll Call:**

Ayes: [Trustees] Copeland, Robinson, Jackson, Gonzalez, Sorrell, and Williams

Nays: None

Motion Passed: 6 – 0

**New Business**

E-rate (Action Item)

Category 2 –Heritage (approve pay out check to Heritage)

A motion was made by Trustee Copeland and seconded by Trustee Gonzalez to use

Heritage as an E-rate vendor

**Response to Roll Call:**

Ayes: [Trustees] Copeland, Robinson, Jackson, Gonzalez, Sorrell, and Williams

Nays: None

Motion Passed: 6-0

Category 1 – Comcast

A motion was made by Trustee Copeland and seconded by Trustee Robinson to use

Comcast as our E-rate vendor

**Response to Roll Call:**

Ayes: [Trustees] Copeland, Robinson, Jackson, Gonzalez, Sorrell, and Williams

Nays: None

Motion Passed: 6:0

Radio Services paperwork – alarm (Action Item)

A motion was made by Trustee Robinson and seconded by Trustee Copeland to put

through the radio services paperwork with the alarm system

**Response to Roll Call:**

Ayes: [Trustees] Copeland, Robinson, Jackson, Gonzalez, Sorrell, and Williams

Nays: None

Motion Passed: 6:0

AT Business Solutions Annual Maintenance Agreement (Action Item)

This was tabled until the figures and costs were gotten from AT Business Solutions from last year to give to the Board to compare and review.

Dorian’s HVAC Inc. 2019 Maintenance Agreement (Action Item)

A motion was made by Trustee Gonzalez and seconded by Trustee Williams to approve the 2019 Dorian HVAC Maintenance Agreement

**Response to Roll Call:**

Ayes: [Trustees] Copeland, Robinson, Jackson, Gonzalez, Sorrell, and Williams

Nays: None

Motion Passed 6:0

***Went into Executive Session at 8:10 p.m.***

Roll Call: [Trustees] Jackson, Copeland, Robinson, Gonzalez, Sorrell and Williams

**Executive Session – 5 ILCS 120/2 (c) (1-21)**

***Left Executive Session and re-entered Regular Session 8:58 p.m.***

The Board gave approval to post the following job positions of persons that have left:

Reference Clerk, Page, Technical Services Clerk, Youth Services/Programming Clerk.

The Board also mentioned that they wished to put forth an RFP for Cleaning Services and Security Services and should make sure that whoever is chosen is bonded.

**President’s Message**

None

**Adjournment**

A motion was made by Trustee Gonzalez to adjourn the meeting and seconded by Trustee Copeland

**Response to Roll Call:**

Ayes: [Trustees] Copeland, Robinson, Jackson, Gonzalez, Sorrell, and Williams

Nays: None

Motion Passed: 6 - 0

President Jackson adjourned the meeting at ***9:10 p.m*** and all went to the library to view the newly renovated facilities