Dolton Public Library District

Board of Library Trustees

Finance Committee Meeting

Monday, February 11th, 2019 - 7:00 p.m.

**Minutes**

Held at Lincoln School

14151 Lincoln Avenue

Dolton, IL 60419

Reading and Restorative Room [Enter from Door 7]

**Call to Order** – Trustee Robinson, who is the Chairperson of the Finance Committee called the meeting to order at **7:00 pm**

**Roll Call** – Present: Trustees Robinson and Copeland

 Also Present: Allyson Withers (Library Director) & Lisa Mwesigwa

 (Business Manager)

 Absent: Trustee Williams

**Introduction of Visitors and Public Comments** [visitors please keep to no more than 2 minutes]

 **[None]**

**Budget to Actual Review**

* January 2019
* Year to Date
* Ms. Mwesiga explained these figures to the Finance Committee, as well as, explained funds that have been paid out thus far for the renovation project.
* She also explained that she had been contacted by the bank that we have a renewal for our safe deposit box there, but the 2 signatories are Trustees that are no longer on the Board. There will be a need for a Resolution to have this changed.
* Ms. Withers explained the correspondence sent by mbFinancial concerning them transitioning to 5/3 Bank. They anticipate the total change over in April/May 2019 and stated that there should not be much of a change for their clients, but they will keep them apprised of any changes.

Biblioteca

 **Unfinished Business**

* Audit Update – Ms. Mwesigwa explained that it was complete and we have received the hard copies for the library’s files
* Phone Proposal Update – This is complete and Heritage is the vendor for
* Alarm Proposal Update (Burglar, Fire, Radio)
* Door Access/Wiring/Cameras Update
* Weblinx Update choice 1
* E-rate Update – Ms. Mwesigwa explained that she is looking into completing form 470 for submission
* Grants Update – presently working on several grants

 **New Business**

* Exterminator Companies
* Ms. Withers explained that we had been informed that this was the time to consider an exterminating company with the library soon to open. In the past it was explained that we had a one-man shop that took care of this, but really didn’t solve our issues and that there was a need for a commercial company to take care of this. Ms. Withers had quotes from three (3) commercial companies and provided their information on a grid. The three companies are, where the Board can vote on their preference:
* Orkin Pest Control
* Rose Pest Solutions
* Anderson Pest Control
* Locksmith Companies
* Ms. Withers submitted the information on 3 locksmiths that could deal with the library safe, because not all locksmiths deal with safes. She provided all the information on the three companies on a grid.
* Mika Locksmiths
* The Safe Man
* Earl’s Locksmith Inc.
* It was mentioned that Dorian HVAC will be providing soon a new renewal contract for the library’s HVAC system.
* It was mentioned that Ridderford has submitted the 2019 renewal contract for the library roof maintenance.
* It was explained what was found out about the Biblioteca Tattle-tale gates that would be mentioned at the total board meeting

**Chairman’s Message**

 [None]

**Adjournment**

 Trustee Robinson adjourned the Finance Committee Meeting at **7:41pm**.