**Dolton Public Library District**

**Board of Library Trustees**

**Finance Committee Meeting**

**Monday, June 10th, 2019 - 7:00 p.m.**

**Minutes**

Held at Dolton Public Library District

14037 Lincoln Avenue

Dolton, IL 60419

**Call to Order**

 Trustee P. Robinson who is the Chairperson of the Finance Committee, called the 6.10.19 Finance Committee Meeting to order at **7:49 pm** [The two committees, meeting on this day decided to reverse their time slots of their meetings, thus Finance met second, instead of first]

**Roll Call**

 Present: [Trustees] Robinson, and Copeland

 Also Present: Administrative Librarian (Allyson Withers) and Business Manager (Lisa Mwesiga)

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

 Trustee E. Gonzalez

**Budget to Actual Review**

* May 2019
* Year to Date

Ms. Mwesiga explained that she would have the May 2019 actual and the Year to Date figures printed out for the next meeting and that we are now coming to the end of the fiscal year.

**Unfinished Business**

 - Erate Update

 Ms. Mwesiga informed the committee that the library gained approval by the FCC of the waiver and now it is with USAC for review. She explained that us getting the Erate funding is not final yet, but does look extremely promising.

 - Grant Update

 Ms. Mwesiga stated that she is still hopefully waiting to see what the results will be with the “Project Next Grant” that she had put in for the library.

 - Website Update

 Ms. Withers informed the committee that Weblinx is still working on coding, but we are almost at the point of working along with them and letting them know what of the old site can be placed on the new site, so that some sort of ‘mock up’ can be seen.

 - Prevailing Wage

 Ms. Mwesiga stated that Attorney Baumann wanted to wait to do the Prevailing Wage until the June Meeting and is waiting to hear something on this from her.

 - RFP’s for Cleaning Services and Security Services

 The Finance Committee have reviewed and wish to place this at the June Board Meeting as an action item so it can be posted in the papers.

 - Donations – Update Dolton Park District/National Night Out

 The Finance Committee is in agreement with the Public Relations Committee of a $250 donation to the Dolton Park District for the tuition of one child for summer day camp and if there is a National Night Out this summer to make a donation of $250 for that. The Administrative Librarian is still trying to find out from the Village, if there will be a National Night out this year. Ms. Mwesiga noted that there is a line item in the budget for donations.

 - Meeting/Study Room Rentals – establishment of policy for payment

 Ms. Withers put together a draft using the Crete Public Library form as a guide that could be utilized for DPLD for meeting rooms. There are other aspects such as AV equipment, etc. that have to be considered and Ms. Withers is still working through this and will present an update at the next meeting.

 - Furniture (Window Treatments & S-Couch)

 The Administrative Librarian was tasked with finding another ‘film’ company that could be used for privacy. Ms. Withers presented the information/proposal that she found from Viewpoint Window Company. The committee asked that this information be brought to the next board meeting as ‘Option A’ and ‘Option B’ in which the board could vote upon.

 The board has been looking into trying to see what they would place in the library lobby in the way of seating. Studio GC had one quote for the ‘S – shaped couch’ and Staples has another option. The committee asked that both options be brought to the next board meeting for a decision to be made by the board in how they wish handled.

**New Business**

* Vendor Contract Renewal

This will be on the agenda for the next board meeting

* FY20 Budget

It is time again for the budget and Ms. Mwesiga explained that this is extremely important and that it has to set out for review for 30 days.

* FY20 Audit

This will be happening soon. The audit engagement letter has already been signed and sent to the auditors.

* Telephone Contract

Ms. Mwesiga explained due to difficulties and problems the library has been having with AT&T that she is investigating the possibilities with Comcast and Verizon

**Chairperson’s Message**

 None

**Adjournment**

 Trustee Robinson adjourned the 6.10.19 Finance Committee Meeting at **8:34pm**