**Dolton Public Library District**

**Board of Library Trustees**

**Finance Committee Meeting**

**Monday, December 9, 2019 – 6:30 p.m.**

**Minutes**

Held at Dolton Public Library District

14037 Lincoln Avenue; Dolton, IL 60419

**Call to Order:**

Trustee Robinson who is the Chairperson of the Finance Committee called the 12.9.19

Finance Committee Meeting to order at ***6.44 pm***

**Roll Call:**

 Trustee(s): Copeland, and Robinson

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

 Mwesigwa)

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

Trustee(s): Sorrell and Gonzalez

**Budget to Actual Review:**

1. November 2019
2. Year to Date

**Unfinished Business:**

1. E-rate Update

Ms. Mwesigwa explained that the library did file form 470 for this year but we did not have to go to bid because we have a contract already in place for 3 yrs.

 B. FY 20 Budget Update

 C. FY 20 Audit

 D. IMRF Audit

 Ms. Withers stated that there were some last minute adjustments that she was working

 with the IMRF Auditor and soon would be complete.

 E. State Farm Audit

 Ms. Withers stated that this was complete.

 F. Bank Signatories Update

 All have signed the necessary documents that are signatories. Only portion remaining

 is the Board President needs to sign the signatory cards once she returns.

G. Board Business Operation Administration Policy

 The Finance Committee discussed ways in which to update some of their bylaws/policies.

 H. Snow Removal Contract

 Knowing that the President had asked for two other vendors that do snow removal,

 Ms. Withers showed them a second one that she had gotten and told them that she

 was waiting to get one back from the thirds. Once she does rec., she will share

 with them.

 I. Aramark Proposal – mats

 The Finance Committee asked that the Administrative Librarian to find out how much

 it would cost to purchase the mats and shampoo vs. the library going with the rental

 Program. The findings will be shared at the next meeting.

 J. Security RFP reposting

 The RFP was to be reposted – just the notice and the actual RFP on the library website.

 K. Per Capita Monies

 Discussion was brought forth on the spending purposes that have to be geared toward

 Technology for the library. Suggestions were the I.T. room temperature gage. The

 two office computers and one circulation computer, possible upgrade of the patron

 computers since anything below Window 10 is not supported, some laptops for the

 Media Training Room. Ms. Mwesigwa stated that she would attempt to get more bids

 on the I.T. Server Room Temperature Gage.

 L. Scanning Proposal Information

 The proposal was shared with the committee.

 **New Business**

1. Programs – The library is attempting to boost up more of their programs and/or

Reinvent ones that are not pulling more people and ways the library can do with the staff and budget at hand.

1. Fines Update – Ms. Withers brought to the attention of the Finance Committee that Chicago Public Library is now fine free and that many patrons that share the reciprocal borrowing privileges believe that we are fine free also. Contact was made to SWAN and whoever is the lending library, the patron follows their rules. The library has signage that states we still deal with fines.

 **Chairperson’s Message**

 None

 **Adjournment**

 Trustee Robinson adjourned the December 9, 2019 Finance Committee Meeting at ***8:30pm***