**Dolton Public Library District**

**Board of Library Trustees**

**Finance Committee Meeting**

**Monday, January 13, 2020 – 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 for the Finance Committee, called the meeting

Order at ***6:30 pm***

**Roll Call**

Present: Trustee(s) Robinson, & Copeland

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 Gonzalez

**Budget to Actual Review**

1. December 2019
2. Year to Date

**Unfinished Business**

1. E-rate Update

Ms. Mwesigwa stated that there were no pressing matters concerning this issue, since

the library had done category 1, which is good for 3 years. She did mention that there

was still the need for the Temperature Gage to be done for the I.T. Room so the

Equipment will not overheat.

1. FY 20 Budget Update

Ms. Mwesigwa mentioned this line item for the program coordinators so that the library can get some new programs to attract the community. – New initiatives

1. FY 20 Audit

Ms. Mwesigwa and Ms. Withers mentioned that the library Audit was complete and that the attorney had submitted the letter to the Auditors.

1. IMRF Audit

Ms. Withers mentioned that the IMRF Audit was complete.

1. Staff Update

Ms. Withers stated that the library has fulfilled their State requirement to have all library staff to complete at least one training per fiscal year because the staff had their in-service training on Friday, January 10, 2020. Staff that were unable to attend have to complete a webinar and submit a summary of the same.

1. Bank Signatories Update

It was mentioned that this is all complete with the exception of the Board President that will need to sign the new signature cards once she returns. Other than that, all is completed.

1. Board Business Operation Administration Policy

The Finance Committee stated that they would be looking into updating the Board’s Bylaws and any other policies that need updating.

1. Snow Removal Contract

Ms. Withers presented three (3) vendors for snow removal as was requested by the Board President in an earlier Board meeting – Calderon Snow Removal, CT Snow Removal and R.O. Reichel & Sons. The Finance Committee stated that they were going to recommend that the library stay with R.O. Reichel & Sons, due to them being a Dolton business, they have done the library’s snow removal for over 20 years, they always have the parking lots and walks shoveled/salted before opening and they are less in cost.

1. Aramark Proposal – mats

The Finance Committee asked that this be brought up to the board so that the new library floors could be protected from the salt. Aramark provided a sample of the type of mat to be used if chosen.

1. Security RFP reposting

The Finance Committee stated that only the notice should be re-posted for the Security Services and that the entire RFP be placed on the library website. It was also stated that it could be posted on FINDRFP free of charge since the library is a governmental entity. The due date for the RFPs is to be February 3, 2020, so the Finance Committee can review at their next meeting and make a recommendation to the Board at their next meeting.

 K Trustee Pictures on Website Information – not all pictures have negatives

 Since the last photographer did not have the negatives from two of the trustees since he

 not take these pictures, he could simply do a professional image so that the trustee

 pictures could be on the new website. He is to come at the beginning of the next board

 meeting to do this and releases for pictures on the site can be signed by those that wish

 to participate.

1. Per Capita Monies used for Computers

It was stated that the per capita monies that were just received had been earmarked toward technology and could be used for bringing the patron PC’s up to Windows 10, since anything lower is not supported anymore or laptops for the Media Training Room and to upgrade the 1 Circ. PC and the 2 PC’s in the Office to Windows 10. In addition, a concern that was mentioned earlier is the I.T. Room Temperature Gage.

1. Scanning Proposal Information

The Finance Committee stated that they believed that this is a great project, but since there are so many more important items to first attend to, to wait until April 2020 to address this again. In the meantime, whatever the Administrative Librarian and Business Manager can do on the front end if they have time to prepare the documents in question, they can do.

1. New Programming Ideas & Costs

Attempting to utilize the staff and budget the library already has to bring in new programming ideas. Ms. Mwesigwa explained that the line item for programming is shared between both Youth Services and Adult Services.

N. Temperature Control Proposal for I.T. Room

 Ms. Mwesigwa stated that we are in dire need of having a temperature control gage for

 this room so as to not damage our server, and other technological equipment kept in

 there and that she was going to attempt to get proposals for the same and bring forth

 to the board.

**New Business**

1. Strategic Plan and other State Reporting

Mentioned at the meeting by both Ms. Withers and Ms. Mwesigwa that having a

Strategic plan in place and other certain polices are tied to the questions that the State ask on their reporting and they have a tendency to change them up each year. It was indicated that is the reason that having these items in place is extremely important. A strategic plan should span 5 years.

**Chairperson’s Message**

 None

**Adjournment**

 Trustee Robinson adjourned the 1.13.20 Finance Committee Meeting at ***7:12 pm*.**