**DOLTON PUBLIC LIBRARY DISTRICT**

**BOARD OF LIBRARY TRUSTEES**

**Regular Meeting**

**Monday, November 25, 2019/ 7:00**

**Library**

**Held at 14037 Lincoln Avenue**

**Dolton, IL 60419**

**Minutes**

**Call to Order**

Trustee Copeland, who is the Vice-President and in President Jackson’s absence

 conducted the Board Meeting. Trustee Copeland called the Regular November 25,

 2019 Board Meeting to order at ***7:03 pm***.

**Roll Call**

Present: [Trustee(s)] Copeland, Robinson, Gonzalez, Sorrell, and Fields

 Absent: [Trustee (s)] Jackson and Wallace-Culp

 Also Present: (Administrative Librarian) Allyson Withers, (Business Manager)

 Lisa Mwesigwa, and Attorney D. Baumann

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

 None

**Approval of Meeting Minutes**

**A. Approval of Regular Board Meeting Minutes dated October 28, 2019 (Action Item)**

A motion was made by Trustee Sorrell to approve the Regular Board Minutes dated, October 28, 2019 and seconded by Trustee Gonzalez with corrections.

Response to Approval:

Yeas - [Trustees - Copeland, Robinson, Gonzalez, Sorrell & Fields]

Nays – None

The Motion Passed: 5-0

**Approval of Invoices, Accounts Payable & Payroll**

1. **November 2019 (Action Item)**

A motion was made by Trustee Robinson to approve invoices, Accounts Payable, and Payroll for November 2019 and seconded by Trustee Fields.

 Response to Approval:

 Yeas - [Trustees – Copeland, Robinson, Gonzalez, Sorrell & Fields]

 Nays – None

 The Motion Passed: 5-0

1. **December 2019 (Action Item)**

A motion was made by Trustee Fields to approve invoices, Accounts Payable, and Payroll for December 2019 and seconded by Trustee Robinson.

 Response to Approval:

 Yeas - [Trustees – Copeland, Robinson, Gonzalez, Sorrell & Fields]

 Nays – None

 The Motion Passed: 5-0

**Communications, Petitions, Resolutions, Ordinances**

**Reports of Committees and Officers**

1. **Public Relations/Marketing Committee (Trustee Copeland – Chairperson)**
2. **Minutes from Public Relations Committee Meeting 11.11.19**
3. **Finance Committee (Trustee Robinson – Chairperson)**
4. **Minutes from Finance Committee Meeting of 11.11.19**
5. **Labor & Employment**
6. **Building & Grounds/Construction (President Jackson – Chairperson)**
7. **Policy Committee (Trustee Wallace-Culp - Chairperson)**

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

**Unfinished Business**

1. **Library Staff Training (Action Item)**

A motion was made by Trustee Robinson and seconded by Trustee Sorrell, to have the library staff in-service day on Friday, January 10, 2020 and recommended to close for ½ day in the AM to complete this. .

Response to Approval:

Yeas - [Trustees – Copeland, Robinson, Gonzalez, Sorrell & Fields]

Nays – None

 The Motion Passed: 5-0

1. **E-rate Update**

Ms. Mwesigwa stated that the vendor pays 90% and the library would pay 10%

In addition, there would be a 3 year fixed contract – 470 category

Category 471 – Internet Services

Ms. Mwesigwa also spoke about the cooling system that is needed for the I.T. Server

Room.

**New Business**

 None

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

***Left Regular Session and went to Executive Session 8:23 pm***

A motion was made by Trustee Sorrell and seconded by Trustee Fields to leave Regular Session and go into Executive Session.

 Response to Approval:

 Yeas - [Trustees – Copeland, Robinson, Gonzalez, Sorrell & Fields]

 Nays – None

 The Motion Passed: 5-0

***Left Executive Session and returned to Regular Session 8:56 pm***

A motion was made by Trustee Sorrell and seconded by Trustee Robinson to leave Executive Session and return to Regular Session.

 Response to Approval:

 Yeas - [Trustees – Copeland, Robinson, Gonzalez, Sorrell & Fields]

 Nays – None

 The Motion Passed: 5-0

**President’s Message**

 None

**Adjournment**

A motion was made by Trustee Robinson to adjourn the 11.25.19 Board Meeting and seconded by Trustee Fields.

 Response to Approval:

 Yeas - [Trustees – Copeland, Robinson, Gonzalez, Sorrell & Fields]

 Nays – None

 The Motion Passed: 5-0

 Trustee Copeland adjourned the Board Meeting at ***9:00 pm.***