**DOLTON PUBLIC LIBRARY DISTRICT**

**BOARD OF LIBRARY TRUSTEES**

**Public Relations Committee Meeting**

**Monday, January 13, 2020 at 7:30 pm**

**Minutes**

Held at Dolton Public Library District

14037 Lincoln Avenue

Dolton, IL 60419

**Call to Order:**

Trustee Copeland who is the Chairperson of the Public Relations Committee called the 1.13.20 meeting to order at ***7:13pm***

**Roll Call:**

[Trustee(s)] Copeland, Gonzalez

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

Absent: Trustee Robinson

**Introduction of Visitors and Public Comments [visitors please keep to no more than two (2) minutes:**

None

**Unfinished Business:**

Report on Community Events

Trustee Copeland provided information on the various past, present and future community events.

Furniture for lobby area (Update)

The board is still looking for reasonably priced, durable furniture piece in the lobby area.

It was suggested again to look and see what other libraries may have.

Programs

There was discussion of the various ways to bring on more programs to attract more of

the community utilizing the staff and budget we presently have.

Books from Village

Trustee Copeland stated that she still is going to see if she can get the books that were

meant for the Dolton Library that are now in the mayor’s possession.

2nd Suggestion Box to be purchased for front entrance (Update) – Lisa

Ms. Mwesigwa noted that the library now has suggestion boxes in both the front and back

entry vestibule doors with signage that is there, along with signage on the marquee

Movies/books (Update) – Allyson

Ms. Withers noted that both regular and blue ray recent DVDs are being purchased to

fulfill the requests of the patrons.

Website (Update) – Allyson

Ms. Withers stated that the website will always be a work in progress, but it is now going

to be released, so all will be the new website and no longer the old one.

Display Cases (Discussion) – Allyson

The Public Relations Committee had a discussion as to where they would be able

to get reasonably priced display cases, because they all appear to be expensive. It

was requested for all to be on the lookout for the same.

Census Update – computer usage, training and forum

Ms. Withers noted that the library is attempting to assist wherever they can with

The 2020 Census, so that the allocated funding will come to this community. She also

noted that there will be Census Training for Census Takers on April 1, 2, 3, 6 and there

was training already on January 18, 2020.

Donated artwork from Trustee Gonzalez

It was noted that the donated artwork from Trustee Gonzalez has been hung and there is

a placard on it. It is hung in the Youth Services Dept.

**New Business**

Staff In-Service Training

The library staff fulfilled their State requirement that at least 1 in-service training is completed by them on Friday, January 10, 2020. Those staff that were unable to attend have to watch a webinar that is geared toward their job function, write a summary of the same, and turn in to the Library Director.

Picture framed of Trustee Gonzalez and hung (Shopper)

Trustee Gonzalez’s picture from the Shopper was framed and is to be hung in the

Trustee boardroom.

**Chairperson’s Message**

None

**Adjournment**

Trustee Copeland, adjourned the 1.13.20 Public Relations Committee Meeting at

***8:31pm***