**DOLTON PUBLIC LIBRARY DISTRICT**

**BOARD OF LIBRARY TRUSTEES**

**Regular Meeting**

**Monday, January 27, 2020/ 7:00**

**Library**

**Held at 14037 Lincoln Avenue**

**Dolton, IL 60419**

**Minutes**

**Call to Order**

Trustee L. Copeland, who is the Vice-President of the Board of Trustees, called the 2.27.20 Regular Board Meeting to order at ***7:03 pm.***

**Roll Call**

Present: Trustee(s) – Copeland, Robinson, Gonzalez, Fields

Also Present: Attorney D. Baumann, Allyson Withers (Administrative Librarian) & Lisa Mwesigwa (Business Manager)

Absent: Trustee(s)- Jackson, Wallace-Culp & Sorrell

***Trustee Wallace-Culp arrived at 7:12pm***

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

 Mr. Brad Werner of Wipfli (Auditors)

**Explanation of Audit – Mr. Brad Werner of Wipfli**

Mr. Werner explained all the facets of the Audit to the Board and passed out the documentation of the same.

**Approval of Meeting Minutes**

1. **Approval of Regular Board Meeting Minutes dated November 25, 2019 (Action Item)**

A motion was made by Trustee Robinson to approve the Regular Board Minutes dated, November 25, 2019 and seconded by Trustee Fields.

Response to Approval:

Yeas - [Trustees - Copeland, Robinson, Gonzalez, Wallace-Culp, & Fields]

Nays – None

The Motion Passed: 5-0

***Trustee Wallace-Culp left the Meeting at 7:35pm***

**Approval of Bills and Review of Financial Statements & Payroll**

1. **January 2020 (Action Item)**

A motion was made by Trustee Robinson to approve the Financial Statements and Payroll for January 2020 and seconded by Trustee Fields.

Response to Approval:

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

Nays – None

The Motion Passed: 4-0

***Trustee Wallace-Culp came back to the Meeting at 7:38pm***

**Communications, Petitions, Resolutions, Ordinances**

**Reports of Committees and Officers**

1. **Public Relations/Marketing Committee (Trustee Copeland – Chairperson)**
2. **Minutes from Public Relations Committee Meeting 12.9.19**
3. **Minutes from Public Relations Committee Meeting 1.13.20**
4. **Finance Committee (Trustee Robinson – Chairperson)**
5. **Minutes from Finance Committee Meeting of 12.9.19**
6. **Minutes from Finance Committee Meeting 1.13.20**
7. **Labor & Employment**
8. **Building & Grounds/Construction (President Jackson – Chairperson)**
9. **Policy Committee (Trustee Wallace-Culp - Chairperson)**

 **Minutes from Policy Committee Meeting of 12.7.19**

 **Meeting dated 1.14.20 - cancelled**

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

**Unfinished Business**

1. **Holidays Observed by DPLD in 2020 (Action Item)**

A motion was made by Trustee Gonzalez to approve the listing of recognized holidays observed by Dolton Public Library District for 2020 and seconded by Trustee Gonzalez.

Response to Approval:

Yeas - [Trustees - Copeland, Robinson, Gonzalez, Wallace-Culp, & Fields]

Nays – None

The Motion Passed: 5-0

1. **Proposals on I.T. Room Temperature Gage (Action Item)**

A motion was made by Trustee Gonzalez to giving permission to Attorney Baumann to review the vendor contract submitted for the I.T. Room Temperature Gage. Once legal review was completed, the Business Manager, Ms. Lisa Mwesigwa could proceed with the contract engagement. Motion was seconded by Trustee Fields..

Response to Approval:

Yeas - [Trustees - Copeland, Robinson, Gonzalez, Wallace-Culp, & Fields]

Nays – None

The Motion Passed: 5-0

1. **Lobby Doors Extended Warranty Update (Attorney Baumann)**

Attorney Baumann stated that this should arrive soon.

1. **Snow Removal (Action Item)**

A motion was made by Trustee Wallace-Culp to approve the snow removal contract with Reichel & Sons and seconded by Trustee Gonzalez.

Response to Approval:

Yeas - [Trustees - Copeland, Robinson, Gonzalez, Wallace-Culp, & Fields]

Nays – None

The Motion Passed: 5-0

1. **Ridderford Contract Renewal (Roofing Maintenance)(Action Item)**

A motion was made by Trustee Wallace-Culp to approve the Ridderford Roof Maintenance Contract Renewal and seconded by Trustee Fields.

Response to Approval:

Yeas - [Trustees - Copeland, Robinson, Gonzalez, Wallace-Culp, & Fields]

Nays – None

The Motion Passed: 5-0

**New Business**

1. **Computer Proposals (Action Item)**

A motion was made by Trustee Wallace-Culp, to extend permission to Attorney Baumann and Business Manager, Ms. Mwesigwa to review selected proposals and move forward with the best board option for purchase.

Response to Approval:

Yeas - [Trustees - Copeland, Robinson, Gonzalez, Wallace-Culp, & Fields]

Nays – None

The Motion Passed: 5-0

1. **Buzzing in patrons (Action Item)**

A motion was made by Trustee Copeland to deny this method of buzzing patrons into the library and seconded by Trustee Fields.

Response to Approval:

Yeas - [Trustees - Copeland, Robinson, Gonzalez, Wallace-Culp, & Fields]

Nays – None

The Motion Passed: 5-0

***Entered Executive Session at 8:39pm***

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

1. **Personnel Item #1**
2. **Personnel Item #2 (Action Item)**

***Exited Executive Session and returned to Regular Session at 9:14 pm***

A motion was made by Trustee Wallace-Culp to approve and give permission on **[Personnel Item #2]** and seconded by Trustee Fields.

 Response to Approval:

Yeas - [Trustees - Copeland, Robinson, Gonzalez, Wallace-Culp, & Fields]

Nays – None

The Motion Passed: 5-0

**President’s Message**

None

**Adjournment**

A motion was made by Trustee Wallace-Culp to adjourn the 2.27.20 Board Meeting and seconded by Trustee Robinson.

Response to Approval:

Yeas - [Trustees - Copeland, Robinson, Gonzalez, Wallace-Culp, & Fields]

Nays – None

The Motion Passed: 5-0

Trustee Copeland adjourned the meeting at ***9:16pm***