**DOLTON PUBLIC LIBRARY DISTRICT**

**BOARD OF LIBRARY TRUSTEES**

**Public Relations Committee Meeting**

**Monday, March 9, 2020 at 7:30 pm**

**Minutes**

Held at Dolton Public Library District

14037 Lincoln Avenue

Dolton, IL 60419

**Call to Order**

Trustee Copeland, Chairperson of the Public Relations Committee called the 3.9.20 meeting to order at ***6:55pm***.

**Roll Call**

Present: Trustee(s) Copeland and Robinson

Also Present: Allyson Withers (Administrative Librarian)

 Lisa Mwesigwa (Business Manager)

Absent: Trustee Gonzalez

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

None

**Unfinished Business**

1. Report on Community Events

Trustee Copeland told of some of the various events that have taken place and those to happen in the future in the community. Some of these were, Coffee with the Mayor that she attends, early voting, the Police Community Program and information regarding the water bills in the community.

1. Furniture for lobby area (discussion)

Once again, the committee discussed types of furniture for seating that is needed for the large lobby area. They viewed several samples in catalogs to gain ideas. It was brought up that the material of the furniture should be such, to be cleaned easily, and the feet foundation to be sturdy.

1. Display Cases (Discussion) - collectibles – need locked ones

The committee discussed that they were aware of the need to get some new display cases and they would need to be locked ones, in case persons would allow their collectibles to be displayed in them.

1. Census Update – computer usage, training and forum- collaboration

Ms. Withers told of the March 16, 2020 Census Event at the Library, where Census personnel will be on hand to assist Dolton residents with doing their census online.

1. Facebook Page (Update)

Ms. Withers shared with the committee that Ms. Byrd of the library staff volunteered to spear-head this project and Ms. Withers would let Trustee Fields know of this if he wished to contribute.

1. Library Website and Trustee Pictures

Ms. Withers told the committee of some of the new offerings on the new library website and also the Trustees pictures had been added to the site. This is a constant 'work in progress'.

1. Upcoming Library Events

Ms. Withers told the committee of some of the upcoming programs.

1. Exterior/Interior Items around library- fixed (bike rack, Garage doors - overheard and smaller one, front book drop closed up, Both public men's and women's bathrooms repaired and partition, in the works - community bulletin board, security desk/chair, finishing up the range guides. I.T. Temp Gage Rm)
2. Avid's Color Run Information/National Night Out

The committee decided to table the Avid Color Run, but wished the Library Administrator to find out from the Police Department if they intend on having a National Night Out this year.

**New Business**

**A.** League of Women Voters Information

 This was taken off the agenda

**Chairperson’s Message**

None

**Adjournment**

Trustee Copeland adjourned the meeting at ***7:35 pm***