**Dolton Public Library District**

**Board of Library Trustees**

**Board Meeting**

**Monday, November 27, 2023 @ 7:00 pm**

**Minutes**

1. **Call to Order**

President Copeland called the November 27, 2023, regular board meeting to session at 7:04 pm.

1. **Roll Call**

Present: [Trustees] Sorrell, Fields, Stewart, Evans, Williams, and Copeland.

Also present Attorney Touhy, Business Manager Lisa Mwesigwa, and Interim Library Director Lillie Byrd

Absent: Trustee Jackson

1. **Introduction of Visitors and Public Comments [visitors should keep their comments to two (2 minutes)**

Ms. Elizabeth Gonzalez, Ms. Valeria Stubbs, Ms. Stephanie Wiedman, Ms. Lottie Tyson.

1. **Approval of Meeting Minutes**
2. **Approval of Regular Board Meeting Minutes dated October 23, 2023 (Action Item)**

 A motion was made by Trustee Stewart and seconded by Trustee Fields

 To approve the meeting minutes from October 23, 2023.

 Ayes: [Trustees] Sorrell, Stewart, Fields, Evans, Williams, and Copeland

 Nays: 0

 Motion Passed: 6:0

1. **Communications, Petitions, Resolutions, and Ordinances**
2. **Tax Levy Ordinance – Attorney Touhy (Action Item)**

Attorney Touhy prepared the Ordinance for the July 1, 2023 – June 1,

 2024 Tax Levy.

1. **Discussion Andrew Kim, PMA Securities**

Mr. Andrew Kim of PMA Securities prepared the Tax Levy worksheet

And explained the calculations to the board as well and answered

 Questions.

 A motion was made by Trustee Stewart to approve the Tax Levy

 Ordinance number 2023- providing for the collection of taxes for the

 Fiscal Year beginning July 1, 2023, thru June 1, 2024, from the Dolton

 Public Library District, Cook County, Illinois. Seconded by Trustee

 Sorrell.

 Ayes: [Trustees] Sorrell, Stewart, Evans, Fields, Williams, Copeland.

 Nays: 0

 Motion Passed: 6:0

1. **Approval of Bills and Payroll**
2. **Approval of Bills and Payroll for November 2023 (Action Item)**

A motion was made by Trustee Stewart to approve the November

 2023 Bills and Payroll. Seconded by Trustee Fields.

 Ayes: [Trustees] Stewart, Fields, Sorrell, Evans, Williams, and Copeland

 Nays: 0

 Motion Passed: 6:0

1. **Librarian’s Report [Lillie Byrd]**

1.) The Fall Festival was a great success, we had over 973 patrons and

 Community members. We depleted our candy and treat supply. The

 Magic of Spellbinder the Magician was a big hit. Thank you to ALL

 Who donated candy and participated in the Trunk or Treat.

 2.) December Programs; we have the Mobile DMV on December 4th.

 Christmas at the Dolton Library: Mr. & Mrs. Claus.

 3.) LinkedIn Learning is available on our website, FREE to Dolton library

 Card holders.

 4.) I have completed updating and registering the library for S.A.M.,

 System for Award Management, through the U.S. General

 Services Administration.

 5.) To assist NEW residents to Dolton acquiring a library card if

 They have not changed their license or ID yet.

 Circulation dept. will now use postcards. The patron will fill out

The card, we will mail them out, and then they will bring it in as

 Proof of residency

 6.) Social Media and Marketing are doing very well, I won’t read it

 All, Facebook, Instagram, and Constant Contact are thriving.

 7.) I would like to remind the board that you have been invited to the

 Annual Staff Christmas Party.

 Sunday, December 17, 2023, 12-3 pm, RSVP with Ms. Katrina

 Or Ms. Shirley if you will attend.

1. **Unfinished Business**
2. **2024 Holidays (Action Item)**

A motion was made by Trustee Sorrell to accept the 2024 Holidays And to update our policies and website to reflect the Holidays

Seconded by Trustee Fields.

Ayes: [Trustees] Stewart, Fields, Sorrell, Williams, Evans, and Copeland

Nays: 0

Motion Passed: 6:0

1. **StayFocusedMedia, Videographer/Social Media (Revised) Proposal, presented by Ed Steave (Action Item)**

A motion was made by Trustee Sorrell to approve StayFocusedMedia, Videographer/Social Media (Revised) Proposal presented by Ed Steave. Seconded by Trustee Fields.

Ayes: [Trustees] Sorrell, Fields, Williams, Copeland

Nays: Evans, Stewart

Motion Passed: 4:2

1. **New Business**
2. **Fifth Third Bank Government Custodian and Political Subdivision Certification (Action Item)**

A motion was made by Trustee Stewart to approve the Fifth Third Bank Governmental Custodian and Political Certification by appointing the Board President. Seconded by Trustee Fields.

Ayes: [Trustees] Stewart, Fields, Sorrell, Evans, Williams, Copeland

Nays: 0

Motion Passed: 6:0

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

NONE

1. **President’s Message**

I would like to wish everyone a Merry Christmas and a Happy New Year

We don’t have a meeting in December so I will see you all in January, please be on time.

1. **Adjournment**

A motion was made by Trustee Stewart to adjourn the November 27, 2023, Regular Board Meeting. Seconded by Trustee Fields.

Ayes: [Trustees] Stewart, Evans, Fields, Sorrell, Williams, Copeland.

Nays: 0

Motion Passed: 6:0

President Copeland adjourned the 11/27/2023 Regular Board Meeting at 7:43 pm.