Dolton Public Library District

Board of Library Trustees

Board Meeting

Monday, November 25, 2024 @ 7:00 pm

**Minutes**

1. **Call to Order**

President Copeland called the regular board meeting on Monday, November 25, 2024, to order at 7:05 pm.

1. **Roll Call**

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

Absent: [Trustees] Evans and Gonzalez

Also present were Attorney Joe Miller III and Executive Library Director Keshia Garnett.

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

Ms. Ginger Williams and Mr. James Range.

1. **Approval of Meeting Minutes**
2. **Approval of Regular Board Meeting Minutes dated October 28, 2024**

**(Action Item)**

Trustee Stewart motioned to approve the meeting minutes from October 28, 2024, with the correction to trustee Sonya Williams's late arrival time being 7:08 p.m., not 7:35 p.m.

Trustee Fields seconded the motion.

Ayes: 5 [Trustees] Sorrell, Copeland, Fields, Stewart and Williams.

Nays: 0/ Absent 2 Trustees: Evans and Gonzalez.

Motion Passed: 5:0 with 2 Absent Trustees: Evans and Gonzalez.

1. **Communications, Petitions, Resolutions, and Ordinances**

Attorney Miller presented and discussed the 2024 Tax Levy Ordinance NO. 2024-O- with the Dolton Library Board Trustees.

A motion to approve the 2024 Tax Levy Ordinance NO. 2024-O- was made by Trustee Stewart. Trustee Sorrell seconded the motion.

Ayes: 5 [Trustees] Williams, Fields, Stewart, Sorrell and Copeland.

Nays: 0 / Absent 2 Trustees: Evans and Gonzalez.

Motion Passed: 5:0 with 2 Absent Trustees: Evans and Gonzalez.

1. **Approval of Bills and Payroll**
2. **Approval of Bills and Payroll for October 2024 (Action Item)**

Trustee Stewart motioned to approve the Bills and Payroll for October 2024. Trustee Fields seconded the motion.

Ayes: 5 [Trustees] Stewart, Fields, Sorrell, Williams and Copeland.

Nays: 0/Absent 2 Trustees: Evans and Gonzalez.

Motion passed: 5:0 with 2 Absent Trustees: Evans and Gonzalez.

1. **Librarian’s Report**

Director Garnett reported on the programs, exciting changes, and additions to the Dolton Library.

* Hispanic Heritage Month Finale: Folkorico Latin Street Dancers in October.
* Our Annual Trunk or Treat in October was a huge success! We entertained with Spellbinder the Magician, served 80+ hot dogs & chips, and gave away over 1,000 pieces of candy.

1. ***Vendor Relations***

* TBS: new printers and credit card/coin machines.
* WEBLINKS: new website updates.
* ERATE: We plan to use the unspent Erate funds of 93k from Heritage Tech for additional library tech upgrades.

1. ***Community Engagement, Outreach, and Stakeholder Relations***

* Created a partnership with Thornridge H.S. and Dolton Park District by collaborating on the Heritage Fest in October. We also handed out Library Card Applications and flyers.
* We will participate in District 149's Family Reading Night in December.

1. ***Process Improvements***

* Lauterbach & Amen Accounting have completed the January-August reconciliation and have requested September and October financials.
* HR Source continues the development of our staff manual.
* Began weekly meetings with Paylocity to ensure correct data entry and underlying staff profiles.

1. **Unfinished Business**

None

1. **New Business**

(Refer to item # V. Communications, Petitions, References, and Ordinances)

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

None

1. **Possible Action after the Executive Session**

None

1. **President’s Message**

President Copeland wished everyone a happy Thanksgiving and, since this was the last meeting of the year, a Merry Christmas and a Happy New Year!

She encouraged the trustees to meet outside the board meetings to get to know each other better. She also encouraged them to continue supporting library programs in 2025 and get to know the staff and community more.

Lastly, she expressed her desire to do a Trustee photo shoot in 2025 with photographer Ed Steave for a possible Library newsletter.

1. **Adjournment**

President Copeland called for a motion to adjourn the meeting.

Trustee Stewart motioned to adjourn the November 25, 2024, Regular Board Meeting. Trustee Sorrell seconded the motion.

Ayes: 5 [Trustees] Fields, Stewart, Sorrell, Williams, and Copeland.

Nays: 0/Absent 2 Trustees: Evans and Gonzalez.

Motion Passed: 5:0 with 2 Absent Trustees: Evans and Gonzalez.

The meeting adjourned at 7:21 pm.