

# **Hodgkins Library Meeting Regular Meeting Minutes February 19, 2018**

The meeting was called to order at 7:00 PM by Lisa Carson.

Present: Sue Cappa, Holly Klotz, Joe Young, Stephanie DaSilva, Lisa Carson, Rose Marie Lopez  
Also Present: Victoria Tracy, Director, Elizabeth Attard, Louis F. Cainkar Ltd., Joe Lightcap, Baker Tilly.

Absent: Sharon Wells

Motion to approve minutes of September 18, 2017 Regular Board Meeting. Motioned by: Mrs. Carson, Seconded by Mrs. Cappa. Voting Ayes Mrs. Cappa, Mrs. Klotz, Mr. Young, Mrs. DaSilva, Mrs. Carson, Mrs. Lopez.

Motion to approve minutes of November 20, 2017 Regular Board Meeting. Motioned by: Mrs. Carson, Seconded by Mrs. Klotz. Voting Ayes Mrs. Cappa, Mrs. Klotz, Mr. Young, Mrs. DaSilva, Mrs. Carson, Mrs. Lopez.

There were no public comments for this meeting.

Motion to approve the financial report presented by Joe Lightcap from Baker, Tilly, Virchow Krause. Motioned by Mrs. Carson, Seconded by Mr. Young. Voting Ayes Mrs. Cappa, Mrs. Klotz, Mr. Young, Mrs. DaSilva, Mrs. Carson, Mrs. Lopez.

## **Attorney's Report**

None.

## **President's Report**

None

## **Director's Report**

The Circulation Statics for the month of January are: 4 users added, 1905 check outs, 2114 check ins, 719 ILL sent, 359 ILL received. The Homebound program has started, but despite inquiries about the program, no one has applied for the program. An in service day on December 1 allowed the employees to receive a presentation from Sergeant Cimino on Active Shooters. Director Tracy is looking into holding a sensory-friendly quiet hour in the spring. Director Tracy is currently applying for free energy assessment through ComEd. Fire alarms were tested on January 26<sup>th</sup>.

Trustee Carson stated she was disappointed that Director Tracy did not mention an incident that had occurred on Saturday, February 17<sup>th</sup>. A gentleman had fallen asleep in the back area and while closing procedures were performed, the gentleman was locked in the building. Alarms were set off as the gentleman tried to leave the building. Trustee Carson mentioned Jennifer, the library

custodian, was called in the evening while she was out at her celebration. Jennifer left her celebration to take care of this matter of letting the gentleman out of the building. Director Tracy stated Carrie was called first, but did not answer. The alarm company did not use the current call list, Director Tracy will look into why the list was NOT used. All Board Members were concerned, as this could have been more serious situation. All Trustees agreed that any employee should phone the police for any situation they feel need immediate attention.

### **Old Business**

Motion to approve Heritage Technology Solutions for IT services as presented. Motioned by Mrs. Carson. Seconded by Mr. Young. Voting Ayes Mrs. Cappa, Mrs. Klotz, Mr. Young, Mrs. DaSilva, Mrs. Carson, Mrs. Lopez.

### **New Business**

Motion to approve changes to Policy No. 1B Sexual Harassment Policy. Motioned by Mrs. Carson, Seconded by Mrs. Klotz. Voting Ayes Mrs. Cappa, Mrs. Klotz, Mr. Young, Mrs. DaSilva, Mrs. Carson, Mrs. Lopez.

Motion to approve Men and Women's bathroom stall replacement of stainless steel. Motioned by Mrs. Carson, Seconded by Mrs. Klotz. Voting Ayes Mrs. Cappa, Mrs. Klotz, Mr. Young, Mrs. DaSilva, Mrs. Carson, Mrs. Lopez.

Motion to approve Intergovernmental Agreement with Hodgkins Park District and Village of Hodgkins. Motioned by Mrs. Carson, Seconded by Mr. Young. Voting Ayes Mrs. Cappa, Mrs. Klotz, Mr. Young, Mrs. DaSilva, Mrs. Carson, Mrs. Lopez.

Motion to adjourn at 7:39 p.m. Motioned by Lisa Carson, Seconded by Stephanie DaSilva. Voting Ayes Mrs. Cappa, Mrs. Klotz, Mr. Young, Mrs. DaSilva, Mrs. Carson, Mrs. Lopez.

Next Regular Meeting, Monday, March 19, 2018

Respectfully Submitted by:

*Rose Marie Lopez*

Rose Marie Lopez, Secretary