

# **Hodgkins Library Meeting Regular Meeting Minutes Monday March 16th, 2020**

## **1. Opening of the Meeting**

### **Call to order and roll call**

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

Present: Joe Young, Stephanie DaSilva, Lisa Carson, Adriana Romano, Becky Carasquillo  
Also, Present: Elizabeth Attard, Louis F. Cainkar Ltd.

Absent: Anne Clancy, Sharon Wells, Joseph Lightcap, Baker Tilly

### **Approval of minutes of the February 17th, 2020 Regular Board Meeting**

Motion to approve the minutes of the February 17th, 2020 Regular Board Meeting. Motioned by: Mrs. Carson  
Seconded by: Mrs. DaSilvia Ayes: Mr. Young, Mrs. DaSilva, Mrs. Carson, Mrs. Carrasquillo and Mrs. Romano

### **Public Comment**

None

## **2. Reports**

### **Financial Report**

Motion to approve the financial report for March 2020 as presented. Motioned by: Mrs. Carson, Seconded by Mrs. Carrasquillo. Ayes: Mr. Young, Mrs. DaSilva, Mrs. Carson, Mrs. Carrasquillo and Mrs. Romano Absent: Mrs. Wells and Mrs. Clancy

### **Attorney's Report**

None

### **President's Report**

Maria received a nice letter from 7th avenue school thanking her for the cookie drop off.

### **Director's Report**

As of about 4:30pm on 3/16/20 the Governor signed an executive order regarding open meetings act. It now allows public bodies to conduct meeting electronically without having to comply with the physical quorum requirement or the conditions for participating electronically in a meeting. We are still working with countryside bank. Did not receive a statement regarding our CDARS account. They would not give an updated statement but an authorized signed must obtain one. One of the account holders must show up in person to have one printed. Rose Marie Lopez is still an authorized signer for the Hodgkins Library accounts. In order to remover her an authorized account hold will need to be present at the bank with board approved meeting minutes stating Rose Marie Lopez is no longer a member of the board. However, Countryside bank is not allowing account updates until the transition to Wintrust/Hinsdale Bank is complete. Tentatively, this will not be until late April/May. Money Market account is quite high, a discussion will need to be had as well as possible action may be necessary.

### **3. Discussion**

#### **Discussion on Coronavirus Procedures**

Trustees had a discussion regarding how to proceed with business and stay in compliance with the governor's orders. We will follow District 105 and close until March 30th. Should the Governor extend the closure, Director Tim Prendergast will make any necessary changes per approval of the board.

#### **Discussion Regarding CDARS Account**

Trustees Reviewed CDARS accounts and agreed to remove Rose Marie Lopez from all CDARS accounts.

Motion to approve Rose Marie Lopez to be removed from all CDARS accounts. Motioned by: Mrs. Carson  
Seconded by: Mrs. Dasilvia Ayes: Mr. Young, Mrs. DaSilva, Mrs. Carson, Mrs. Carrasquillo and Mrs. Romano  
Absent: Mrs. Wells, Mrs. Clancy

#### **Discussion Regarding Staffing**

Trustees discussed paying the Part-time staff through shut down as well as to possibly fill a manager/assistant directors position and a part-time position.

Motion to approve to pay the Part-time staff through shut down. Motioned by: Mrs. Carson Seconded by: Mr. Young  
Ayes: Mr. Young, Mrs. DaSilva, Mrs. Carson, Mrs. Carrasquillo and Mrs. Romano  
Absent: Mrs. Wells, Mrs. Clancy

#### **Discussion Regarding Policy**

Trustees Reviewed the tuition reimbursement policy which will need to be re-written by the policy committee.

Motion to approve the regular board meeting schedule for 2020. Motioned by: Mrs. Carson Seconded by: Mrs. DaSilva  
Ayes: Mrs. Clancy, Mr. Young, Mrs. DaSilva, Mrs. Carson, Mrs. Carrasquillo and Mrs. Romano

#### **Discussion on Summer Marketing Proposal**

Trustees Reviewed and approved the order of the summer marketing reading t-shirts in the amount of \$1,984.00. Board also reviewed and approved the proposal to change the window decals of new board members names.

Motion to approve the order of the summer reading t-shirts in the amount of \$1.984.00 Motioned by: Mrs. Carson  
Seconded by: Mrs. DaSilva Ayes: Mr. Young, Mrs. DaSilva, Mrs. Carson, Mrs. Carrasquillo and Mrs. Romano  
Absent: Mrs. Wells, Mrs. Clancy

#### **Discussion on Future Committee Meetings**

Tabled for future meeting

### **4. New Business**

#### **Discussion to approve/deny Policy Plan-**

Motion to approve the Policy Plan. Motioned by: Mrs. Carson Seconded by: Mrs. DaSilva Ayes: Mr. Young, Mrs. DaSilva, Mrs. Carson, Mrs. Carrasquillo and Mrs. Romano  
Absent: Mrs. Wells, Mrs. Clancy

#### **Discussion to approve/deny staffing plans.**

Personnel committee will meet before next meeting to approve/deny new hire.

## **5. Adjournment**

**Next meeting Date- April 20<sup>th</sup>, 2020 at 7:00pm**

Motion to adjourn meeting by: Mrs. Carson, Seconded by: Mrs. Carasquillo Ayes: Mrs. Romano, Mrs. DaSilva, Mrs. Carson, and Mr. Young, Mrs. Carasquillo

Absent: Mrs. Wells, Mrs. Clancy

*Meeting Adjourned at 8:21pm*

Minutes prepared by: Adriana Romano, Secretary