

# **Hodgkins Library Meeting Regular Meeting Minutes Monday April 20th, 2020**

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

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

The meeting was called to order at 7:14pm by Mrs. Stephanie DaSilvia

Present: Joe Young, Stephanie DaSilva, Adriana Romano, Becky Carasquillo, Anne Clancy  
Also, Present: Tim Prendergast, Elizabeth Attard, Louis F. Cainkar Ltd., Joseph Lightcap, Baker Tilly

Absent: Lisa Carson, Sharon Wells

### **Approval of minutes of the March 16th, 2020 Regular Board Meeting**

Tabled

### **Public Comment**

Samantha Millsap joined us via zoom and shared some of the ideas as to how her library is going to interact with their patrons as well as some of the safety measures they are taking.

## **2. Reports**

### **Financial Report**

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

### **Attorney's Report**

None

### **President's Report**

None

### **Director's Report**

The Governors shelter in place has extended all the way until the end of April and are waiting to see what may holds for us socially as well as operationally. The staff is creating plans on how to engage our patrons while strategizing to limit contact. Other than no mail arriving for the last 4 weeks all else is going fine. That was resolved on Thursday April 16th. Dunne was in on April 8th to clean the carpets. Mullermist is coming in April 21st, to turn on the sprinklers and then returning on a later date to check the backflow meter. We will continue to look towards Governor Pritzker and local officials for guidance on the next steps towards reopening. At this time, we are scheduled to open on May 1st, but after consulting Kelly Young at the Hodgkins Park District, I would like to follow her lead and open Monday, May 4th. This would give the staff time to get organized and prepare the building. If or dates are extended, then our opening dates will be re-evaluated.

### **3. Discussion**

#### **Discussion on Banking Information**

Trustees had a discussion regarding the CDARS account that are maturing and the placement of funds as well as possible extension of Additional CDARS. Wintrust does not offer CDARS but they offer alternative options. Which are currently be looked by Director Timothy Prendergast.

#### **Discussion Regarding COVID-19 Procedures**

Trustees Reviewed COVID-19 Procedures and safety measures on how to handle opening the library when given direct orders from the governor while making sure our staff and patrons are protected. A few topics that were discussed were protentional limiting of library hours, limiting computer usage while shutting down the kid's area. Curbside Pickup for pre-ordered books while continuing to social distancing.

#### **Discussion Summer Programming**

Trustees discussed the reinstitution of t-shirts to hand out to kids near the end of the school year. At this time the printer is not taking orders and with kids not returning to school for the remainder of the 2019-2020 school year distribution would be hazardous to the staff and difficult to execute. The board has decided to hold off on the summer t-shirt distribution as there is no safe way to execute it. We will reconsider reinstituting it back in the fall as a Welcome back to school program. A plan for a summer mailing is in the works to highlight our programming plans and keep lines of communication open. We are anticipating not being able to go on with any of the events planned for Quarry Days or other summer events but will revisit should things change. A few notes regarding summer programming ideas Contests/challenge-based programs, Creating Kits for Crafting, Art Kits, Book clubs and Participation awards.

#### **Discussion on Building Maintenance**

Trusteed discussed a few building safety measures due to COVID-19. Jennifer has secured gloves, antibacterial wipes, and Lysol disinfectant spray as well as additional paper towels to limit the spread of the virus. Jennifer has recommended Plexiglas for the two staff stations at the circulation desk. The board has not made a final decision on the Plexiglas. Jennifer has also sought out bid for sealcoating the parking lot. This will be completed in mid to late May at the soonest. The bid which was board approved was presented from Dave O'Dette at Fine Line Sealcoat in the amount of \$1,027.60. It was determined that it was a good time to clean the carpets. Director Tim Prendergast reached out to Board president Lisa Carson whom of gave permission to do this yearly job because timing was right. This was completed on April 8th, 2020. The cost was \$1,098.00. The same price was paid in May of 2019. The board has ratified Board president Lisa Carson's decision. Lastly, it was discussed that the two bids for the change of the window name decals were an all or nothing deal in which the board will approve which option they will choose.

### **4. New Business**

#### **Discussion to approve/deny Sealcoating Bid-**

Motion to approve sealcoating bid in the amount of \$1,027.60. Motioned by: Mrs. Carrasquillo Seconded by: Mr. Young Ayes: Mr. Young, Mrs. DaSilva, Mrs. Carrasquillo, Mrs. Clancy and Mrs. Romano Absent: Mrs. Wells, Mrs. Carson

Motion to ratify Mrs. Carson approval for sealcoating bid in the amount of \$1,027.60. Motioned by: Mrs. DaSilvia Seconded by: Mr. Young Ayes: Mr. Young, Mrs. DaSilva, Mrs. Carrasquillo, Mrs. Clancy and Mrs. Romano Absent: Mrs. Wells, Mrs. Carson

### **5. Adjournment**

#### **Next meeting Date- May 18<sup>th</sup>, 2020 at 7:00pm**

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

Absent: Mrs. Wells, Mrs. Carson

*Meeting Adjourned at 8:17pm*

Minutes prepared by: Adriana Romano, Secretary