

## **Regular Meeting Minutes Monday May 18th, 2020**

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

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

The meeting was called to order at 7:01pm by Mrs. Lisa Carson

Present: Lisa Carson, Sharon Wells, Joe Young, Stephanie DaSilva, Adriana Romano, Becky Carasquillo, Anne Clancy

Also, Present: Director Tim Prendergast, Elizabeth Attard, Louis F. Cainkar Ltd., Joseph Lightcap, Baker Tilly

Absent: N/A

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

Motion to approve the minutes of the March 16th, 2020 Regular Board Meeting. Motioned by: Mrs. Carson  
Seconded by: Mrs. Carrasquillo Ayes: Mr. Young, Mrs. DaSilva, Mrs. Carson, Mrs. Carrasquillo, Mrs. Romano, Mrs. Wells and Mrs. Clancy

#### **Approval of minutes of the April 20th, 2020 Regular Board Meeting**

Motion to approve the minutes of the April 20th, 2020 Regular Board Meeting. Motioned by: Mrs. Carson  
Seconded by: Mr. Young Ayes: Mr. Young, Mrs. DaSilva, Mrs. Carson, Mrs. Carrasquillo, Mrs. Romano, Mrs. Wells and Mrs. Clancy

#### **Public Comment**

NONE

### **2. Reports**

#### **Financial Report**

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

#### **Attorney's Report**

None

#### **President's Report**

None

#### **Director's Report**

Currently the Library is still closed in accordance with the governors stay at home order. Most Libraries are not allowing public into their facilities. To re-engage with the public, patrons are encouraged to order materials from the home library and pick up those materials "Curbside". Hodgkins Library will start curbside pickup on June 1st, 2020. The thought is to put materials into paper bags. We are currently looking into the cost of the bags. RAILS is recommending quarantining all returned materials for 3-7 days in a space not frequently traveled. We are currently targeting the maintenance room for quarantining materials because the staff uses the meeting room

frequently as a work room. RAILS is not providing interlibrary lending services at this time. All libraries have removed fines. The board wanted to see staff work to put out online programming for our patrons, which we successfully got running on May 4th, 2020. Staff was already planning stages for summer, so it was not a difficult request to move our timetable up 4 weeks. Staff is reporting a few problems in getting everything running. An update will be provided to the board in June on how participation is going as we negotiate how to report participation levels. The summer programming brochure is currently being wrapped up and being sent to printing in hope to reach the community by June 1st, 2020. It will inform the community on what our plan is for the summer and how to find us. The Library has signed up for a new business prime account terminating the old account.

### **3. Discussion**

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

The transition with Wintrust has mostly wrapped up. The account numbers have remained the same, but the routing numbers have changed which has forced us to order a new deposit stamp. We will need to order new checks for the checking account in August. Wintrust will stop accepting Countryside checks in mid-September. There is a CDARS account that will mature in July. At this time no additional board members will be added to any accounts. As it stood the previous director did not have check signing authority but did have the authority to transfer money from the Money Market account to the checking account via online business banking when financially needed. This will remain the same with the current director. Carrie Cameron is the only staff member currently with access to the bank account via online business banking. Wintrust does not participate in CDARS but they do have another product called MaxSafe. We can choose to operate MaxSafe as a CD or as a Money Market. Wintrust does not recommend us to consider the Money Market option as there is no benefit with interest rates. MaxSafe is FDIC insured up to \$3.75 million dollars.

#### **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 updates on items procured, Hours of operation starting June 1st, 2020, building availability tied to Illinois phase 5 plan, temperatures of employees before starting shift. All items have been secured for proper disinfecting as well as mask and gloves for employees.

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

Trustees discussed a few building safety measures due to COVID-19. A few topics that were discussed were Parking lot update, Window decal update, Referendum, building upgrades to consider. In April, a motion was passed by the board to seal coat the parking lot. This will be completed mid-June. The Window Decals have been installed and the project is completed. The window for bringing a well-planned referendum to the community is quickly closing. General Consolidated Election is April 6th, 2021 (Primaries are February 23rd). This pandemic has really highlighted how poor the bandwidth and Wi-Fi in the building. There are constant struggles with Wi-Fi signals in the director's office as well as the meeting room. With board approval the director would like to look into the cost of putting a Wi-Fi router in/near his office as well as the vestibule near the entrance. During this Pandemic, we have had several patrons sit in the parking lot to use our Wi-Fi, and I think it would boost our service to the community to have a router near the entrance. The library is currently running compact fluorescent bulbs, which are working fine, but we are losing an opportunity to save some money. ComEd is providing rebates to upgrade or ballasts to accommodate LED Lighting, and rebates on the bulbs too. The board has approved the director to look into the cost of upgrading the Wi-Fi as well as Jennifer to look into the cost of upgrading the Ballast in the building.

#### **Discussion regarding coordinating committees**

##### **PERSONNEL COMMITTEE-**

In March there were two recommendations that were made. The First was to name an Assistant Director to help with the Management work. There was talk about the possibility of promoting Carrie Cameron. This was not board approved. The personnel committee will still need to meet. Unfortunately, this had to be postponed for a future date due to COVID. A date will be set before the next board meeting for this to take place. The second

recommendation was that we look -to bring on a non-benefit IMRF eligible part-time employee (Less than 29 hours a week) to help with the transition of an someone moving into a managerial role.

**FINANCE COMMITTEE-**

Preparations for the new fiscal year coming in July

**POLICY COMMITTEE-**

Policy committee will set a future date to meet regarding updating Library Policy

**BUILDING COMMITTEE-**

The physical library is an important structure that needs constant attention. We are having Wi-Fi and bandwidth issues in the building. Ballast upgrates ect. Building committee will set a date to talk about these issues.

**STRATEGIC PLAN-**

Will set a date to meet

#### **4. New Business**

##### **Motion to approve/deny removing Rose Marie Lopez from Wintrust accounts**

This motion was approved by the board at the March 16th ,2020 meeting.

##### **Motion to approve/deny adding Director to administer funds of Wintrust Accounts**

Motion to approve adding director to administer funds from Wintrust account. Motioned by: Mrs. Carson  
Seconded by: Mr. Young Ayes: Mr. Young, Mrs. DaSilva, Mrs. Carson, Mrs. Carrasquillo, Mrs. Romano, Mrs. Wells and Mrs. Clancy

##### **Motion to approve/deny starting curbside pick-up starting June 1st**

Motion to approve curbside pick-up starting June 1st,2020. Motioned by: Mrs. Carson Seconded by: Mrs. Carrasquillo Ayes: Mr. Young, Mrs. DaSilva, Mrs. Carson, Mrs. Carrasquillo, Mrs. Romano, Mrs. Wells and Mrs. Clancy

##### **Motion to approve/deny Infinity Communications Invoice for \$303.10**

Motion to approve Infinity Communication in the amount of \$303.10. Motioned by: Mr. Young Seconded by: Mrs. Romano Young Ayes: Mr. Young, Mrs. DaSilva, Mrs. Carson, Mrs. Carrasquillo, Mrs. Romano, Mrs. Wells and Mrs. Clancy

##### **Motion to approve/deny Opening a New Max Savings Account with Wintrust Bank**

Motion to approve the opening of a new max saving account with Wintrust Bank. Motioned by: Mrs. Carson  
Seconded by: Mr. Young Ayes: Mr. Young, Mrs. DaSilva, Mrs. Carson, Mrs. Carrasquillo, Mrs. Romano, Mrs. Wells and Mrs. Clancy

#### **5. Adjournment**

##### **Next meeting Date- June 15<sup>th</sup>, 2020 at 7:00pm**

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

Absent: N/A

*Meeting Adjourned at 9:01pm*

Minutes prepared by: Adriana Romano, Secretary