

**Hodgkins Public Library**  
**Regular Meeting of the Board of Trustees**  
**February 15, 2016**

Meeting called to order: 7:10 p.m.

Those Present: Holly Klotz  
Joseph Young  
Stephanie DaSilva  
Susan Cappa  
Sharon Wells

Also Present: Samantha Millsap  
Alicia Jackson  
Joe Lightcap  
Gary Pearlman

Those Absent: Lisa Carson  
Rose Mary Lopez

Since President Carson was absent, Mrs. Klotz acted as President Pro-Temp.

As there were no minutes submitted for the Regular Meeting of January 18, 2016 and the Executive Session of January 18, 2016 the approval of minutes are deferred until the next regular Board Meeting of March 21, 2016.

Miss Millsap stated she received the IMRF 2015 Reserve Statement. She talked to IMRF as to why there was a loss of revenue. IMRF responded they did not meet their projection and all entities had a loss of revenue.

Joe Lightcap, of Baker Tilley submitted the Financial Report for January 2016. Mrs. Klotz made the motion to approve the January 2016 Financial Report. Second Mr. Young. Voting Aye: Mrs. Klotz, Mr. Young, Mrs. DaSilva, Mrs. Cappa, Mrs. Wells. Voting Nay: None.

Attorney Pearlman stated the Board should be receiving their Economic Interest Statement from Cook County sometime in March and should fill them out and submit them.

No Presidents report

Miss Millsap stated she was looking into the Library being able to process U.S. Passports for patrons. They would have to bring in a form and also a photo for the passport. There will be four (4) staff members trained for this service so there should always be someone there during business hours. She also noted the library will receive \$25 for each application.

Miss Millsap notified the Board she would be out of town on the 26<sup>th</sup> through the 28<sup>th</sup> of February.

Miss Millsap has been working on the I-9 audit for the Library. There were many incomplete I-9 forms and explained it was an oversight of the previous Head Librarians. She was able to correct the current employee forms with the employees help and tried to complete some she was able to. From this point forward she would make sure all I-9's were completed correctly.

Miss Millsap met with the Chief of Police, Ernest Millsap and requested to have officers visit the library randomly to help maintain communications with the library and its patrons.

Miss Millsap submitted a per-capita grant that she hopes will be granted soon. With this grant she hopes to get some much needed tables and chairs. She also is looking to set up approximately six (6) computers in the children's section of the library for the smaller children. Most of the children using the computers are using them for gaming and less frequently their homework. The adults using the computers have let management know there is too much activity at the current location and that is one of the reasons Miss Millsap is looking into putting some in the children's section.

Miss Millsap talked to Anders Dahlgren regarding better utilization of space in the library. He stated he would be in this area and would stop by to better understand the layout of the library. She stated this is not a consultation and there would be no charge.

Mrs. Klotz made a motion to approve the reassignment of \$3,000 from account 4200 "Swan Fees" and \$5,000 from 4308 "Building improvements" to 4404 "Contractual Service for strategic Planning Consultant fee" of \$8,000. Second by Mrs. Cappa. Voting Aye: Mrs. Klotz, Mr. Young, Mrs. DaSilva, Mrs. Cappa, Mrs. Wells. Voting Nay: None.

Mrs. Klotz made a motion to approve joining the Hodgkins Public Library District to the U.S. Passport acceptance Facility Program pending final approval with the passport authority. Second by Mrs. DaSilva. Voting Aye: Mrs. Klotz, Mr. Young, Mrs. DaSilva, Mrs. Cappa, Mrs. Wells. Voting Nay: None.

Miss Millsap asked if anyone had heard anything of the City of Countryside joining the McCook Library for a \$100 Family Fee. She stated the offer was also for Indian Head Park. No one in attendance had heard anything. Mrs. Wells asked if this would affect the Library. Miss Millsap responded she didn't foresee any significant changes as Hodgkins Library offers many more services than the McCook Library.

Mrs. Klotz made a motion to adjourn the meeting, second Mrs. Cappa. Voting Aye: Mrs. Klotz, Mr. Young, Mrs. DaSilva, Mrs. Cappa, Mrs. Wells. Voting Nay: None.

Meeting Adjourned 7:29 p.m.

Respectfully Submitted,

*Sharon D. Wells*