

# **Hodgkins Library Meeting Regular Meeting Minutes July 18, 2016**

## **Call to order**

The meeting was called to order at 7:03 PM by President, Lisa Carson

## **Roll Call**

Present: Susan Cappa, Stephanie Da Silva, Lisa Carson, Holly Klotz, Sharon Wells  
Rose Marie Lopez

Absent: Joe Young

Also Present: Alicia Jackson, Interim Director, Joe Lightcap, BakerTilly, Michael Cainkar, Louis F. Cainkar Ltd.

## **Approval of Minutes**

Motion to approve minutes for corrected April 18, 2016 Regular Board Meeting.

Motioned by: Mrs. Lisa Carson    Seconded by: Mrs. Holly Klotz  
Ayes: Mrs. Cappa, Mrs. Da Silva, Mrs. Carson, Mrs. Klotz, Mrs. Wells, Mrs. Lopez  
Nays: None

Motion to approve minutes for June 20, 2016 Regular Board Meeting.

Motioned by: Mrs. Lisa Carson    Seconded by: Mrs. Susan Cappa  
Ayes: Mrs. Cappa, Mrs. Da Silva, Mrs. Carson, Mrs. Klotz, Mrs. Wells, Mrs. Lopez  
Nays: None

## **Public Comments**

None.

## **Communications**

Mike Cainkar mentioned there was a reduction in the 2015 equalized assessed valuations (EAV) of properties due to a 2.1% reduction in the state multiplier. The average taxpayer can expect their taxes for the library to increase by 1.7% for the 2015 tax year.

## **Financial Report**

Motion to approve the financial report for June 2016 presented by Joe Lightcap from Baker Tilly Virchow Krause.

Motioned by: Mrs. Lisa Carson    Seconded by: Mrs. Susan Cappa  
Ayes: Mrs. Cappa, Mrs. Da Silva, Mrs. Carson, Mrs. Klotz, Mrs. Wells, Mrs. Lopez  
Nays: None

### **Attorneys Report**

The final draft of the Budget & Appropriations has been turned in. Public Notice was published in the newspaper last week.

### **President's Comments**

None

### **Building Committee**

The Building Committee requested to receive a quote for powder coating the library sign. Interim Director Alicia Jackson reported the quote was over \$2,000.00.

Another item discussed was cleaning of the outside of the building. Interim Director Alicia received two of three requested quotes. The quote from Daniel Pitelka Plastering & Stucco Inc. was \$10,450 which covered pressure wash, repairs and caulking and coating. The quote from Chicago Stucco Co. was \$25,600 which covered removal of loose stucco and paint, match texture with existing stucco, finish with two coats of Thorocoat, and removal of waste/debris. The Board favored the second quote, but will need it to go out for bid due to the cost. Interim Director Alicia will forward specs to Mike Cainkar so he can get the process rolling for bidding.

Lastly, the benches in the front need to be replaced and would like match the benches at the Park District and the Memorial.

### **Personnel Committee**

Raises were discussed for all employees.

### **Director's Report**

- Circulation Statics for the month of June: 11 users added, 2528 check outs, 2743 check ins, 731 ILL sent, 314 ILL received.
- Received the Per Capita Grant for FY2016 in the amount of \$1,462.30.
- The benchmarking project is a little troublesome due to the fact of finding comparable data for the size of our library.
- Per the strategic plan, weeding of the parenting and education collections will begin. The next step will update these areas with a focus on educational materials.

### **Old Business**

Motion to approve FY2017 Merit Increases as presented.

Motioned by: Mrs. Lisa Carson    Seconded by: Mrs. Stephanie Da Silva

Ayes: Mrs. Cappa, Mrs. Da Silva, Mrs. Carson, Mrs. Klotz, Mrs. Wells, Mrs. Lopez  
Nays: None

### **New Business**

Motion to approve closing on Sundays before Holiday Monday closures.

Motioned by: Mrs. Lisa Carson      Seconded by: Mr. Susan Cappa

Ayes: Mrs. Cappa, Mrs. Da Silva, Mrs. Carson, Mrs. Klotz, Mrs. Wells, Mrs. Lopez  
Nays: None

Alicia has mentioned she would not be interested in the Director, but would like to continue as the Assistant Director. It has been mentioned that the Director of McCook would assist us in finding a permanent Director. The decision was made to have the Personnel Committee to handle the hiring for the Director position.

A discussion was had regarding the consultant proposal of a range of \$6,000 - \$12,000. The board decided the cost was high and elected to have the Personnel Committee conduct the Director search.

Discussion for the Stucco Proposal was discussed in the Building Committee Report.

Motion to adjourn at 7:46 p.m.

Motioned by: Mrs. Lisa Carson      Seconded by: Mrs. Sharon Wells  
Ayes: Mrs. Cappa, Mrs. Da Silva, Mrs. Carson, Mrs. Klotz, Mrs. Wells, Mrs. Lopez  
Nays: None

Next Regular Meeting, Monday, August 15, 2016

Respectfully Submitted by:

Rose Marie Lopez, Secretary