

**Hodgkins Library Meeting  
Regular Meeting Minutes  
November 21, 2016**

**1) Call to order**

The meeting was called to order at 7:00 PM by President Lisa Carson.

**Roll Call**

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

Absent: Rose Marie Lopez, Joseph Young

Also Present: Director Victoria Tracy, Joe Lightcap-Baker Tilly, and Michael Cainkar-Louis F Cainkar Ltd.

**2) Approval of Minutes**

Motion to approve the Minutes of the August 15, 2016 Budget & Appropriations Hearing.

*Motioned by: Mrs. Carson                      Seconded by: Mrs. Klotz*

*Ayes: Mrs. Wells, Mrs. Klotz, Mrs. Da Silva, Mrs. Carson, Mrs. Cappa*

*Nays: None*

Motion to approve the Minutes of September 19, 2016 Regular Meeting.

*Motioned by: Mrs. Carson                      Seconded by: Mrs. Cappa*

*Ayes: Mrs. Wells, Mrs. Klotz, Mrs. Da Silva, Mrs. Carson, Mrs. Cappa*

*Nays: None*

Motion to approve the Minutes of the October 17, 2016 Regular Meeting, with the amendment of Mrs. Da Silva's name.

*Motioned by: Mrs. Carson                      Seconded by: Mrs. Klotz*

*Ayes: Mrs. Wells, Mrs. Klotz, Mrs. Da Silva, Mrs. Carson, Mrs. Cappa*

*Nays: None*

**3) Public Comment**

Jennifer Sala appealed the board to consider amending the unsupervised age limit at the library (which is currently 8 and up) to 2<sup>nd</sup> grade and up so that kids with later birthdays can use the facility with their classmates in the same grade who may already meet the age requirement. The board will add this to January's agenda.

**4) Financial Report and Approval of Expenditures**

Motion to approve the financial report and Expenditures ending October 31, 2016 as presented by Joe Lightcap of Baker Tilly Virchow Krause.

*Motioned by: Mrs. Carson                      Seconded by: Mrs. Cappa*

*Ayes: Mrs. Wells, Mrs. Klotz, Mrs. Da Silva, Mrs. Carson, Mrs. Cappa*

*Nays: None*

**5) Attorney's Report**

No report

**6) President's Comments**

No report

**7) Director's Report**

Circulation stats were given. Winter newsletter has been mailed. New benches were installed and plaque is in place as part of the Cappa family donation. Electric Snow blower is being purchased for outside winter maintenance. Tory will look into possibly selling the gas power one once it is located.

**8) New Business**

Motion to approve Tax Levy Ordinance No. 4-2016

*Motioned by: Mrs. Carson                      Seconded by: Mrs. Klotz*

*Ayes: Mrs. Wells, Mrs. Klotz, Mrs. Da Silva, Mrs. Carson, Mrs. Cappa*

*Nays: None*

Motion to approve the Southwest Town Maintenance Agreement.

*Motioned by: Mrs. Carson                      Seconded by: Mrs. Cappa*

*Ayes: Mrs. Wells, Mrs. Klotz, Mrs. Da Silva, Mrs. Carson, Mrs. Cappa*

*Nays: None*

Motion to approve donation of \$500 to the Hodgkins School for author visit

*Motioned by: Mrs. Carson                      Seconded by: Mrs. Da Silva*

*Ayes: Mrs. Wells, Mrs. Klotz, Mrs. Da Silva, Mrs. Carson, Mrs. Cappa*

*Nays: None*

Motion to approve 2 additional weeks vacation for next year along with a \$500 stipend as compensation for Alicia Jackson's term as interim Director

*Motioned by: Mrs. Carson                      Seconded by: Mrs. Da Silva*

*Ayes: Mrs. Wells, Mrs. Klotz, Mrs. Da Silva, Mrs. Carson, Mrs. Cappa*

*Nays: None*

Motion to approve Staff Holiday gift cards in the amount of \$50 per employee

*Motioned by: Mrs. Carson                      Seconded by: Mrs. Klotz*

*Ayes: Mrs. Wells, Mrs. Klotz, Mrs. Da Silva, Mrs. Carson, Mrs. Cappa*

*Nays: None*

Motion to approve the Staff Holiday Party for 1/13/2017

*Motioned by: Mrs. Carson                      Seconded by: Mrs. Klotz*

*Ayes: Mrs. Wells, Mrs. Klotz, Mrs. Da Silva, Mrs. Carson, Mrs. Cappa*

*Nays: None*

Motion to approve Library closure days for 2017

*Motioned by: Mrs. Carson                      Seconded by: Mrs. Da Silva*

*Ayes: Mrs. Wells, Mrs. Klotz, Mrs. Da Silva, Mrs. Carson, Mrs. Cappa*

*Nays: None*

Motion to approve regular Board Meeting Dates for Calendar Year 2017

*Motioned by: Mrs. Wells                      Seconded by: Mrs. Cappa*

*Ayes: Mrs. Wells, Mrs. Klotz, Mrs. Da Silva, Mrs. Carson, Mrs. Cappa*

*Nays: None*

**9)** Motion to adjourn the meeting was made at 8:27pm

*Motioned by: Mrs. Carson                      Seconded by: Mrs. Klotz*

*Ayes: Mrs. Wells, Mrs. Klotz, Mrs. Da Silva, Mrs. Carson, Mrs. Cappa*

*Nays: None*

Next Regular Meeting, Monday, January 16, 2016

Respectfully Submitted by:



Holly Klotz, Secretary Pro Tem