

# **Hodgkins Library Meeting Regular Meeting Minutes September 17, 2018**

The meeting was called to order at 7:03 PM by Rose Marie Lopez.

Present: Sharon Wells, Sue Cappa, Stephanie DaSilva, Rose Marie Lopez,  
Also Present: Victoria Tracy, Director, Elizabeth Attard, Louis F. Cainkar Ltd., Anna Wiszowaty, Baker Tilly.

Absent: Lisa Carson, Joe Young

Motion to appoint Sharon Wells President ProTem. Motioned by Rose Marie Lopez, Seconded by Stephanie DaSilva. Voting Ayes: Mrs. Wells, Mrs. Cappa, Mrs. DaSilva, Mrs. Lopez.

Motion to approve minutes August 21, 2018 Regular Board Meeting. Motioned by: Mrs. Cappa, Seconded by Mrs. DaSilva. Voting Ayes: Mrs. Wells, Mrs. Cappa, Mrs. DaSilva, Mrs. Lopez.

Motion to approve minutes from July 16, 2018 Regular Board Meeting. Motioned by Mrs. DaSilva, Seconded by Mrs. Wells. Voting Ayes: Mrs. Wells, Mrs. Cappa, Mrs. DaSilva, Mrs. Lopez.

## **Public comments**

None

Motion to adjourn the regular meeting at 7:04pm and enter into Budget & Appropriations Hearing. Motion by Mrs. Wells, Seconded by Mrs. Cappa. Voting Ayes: Mrs. Wells, Mrs. Cappa, Mrs. DaSilva, Mrs. Lopez.

Elizabeth indicated the budget was published 30 days ago.

## **Public comments**

None

Motion to adjourn the Budget & Appropriations Hearing at 7:05pm. Motioned by Mrs. DaSilva, Seconded by Mrs. Wells. Voting Ayes: Mrs. Wells, Mrs. Cappa, Mrs. DaSilva, Mrs. Lopez.

Motion to convene the Regular Board Meeting at 7:05pm. Motioned by Mrs. Wells, Seconded by Mrs. Cappa. Voting Ayes: Mrs. Wells, Mrs. Cappa, Mrs. DaSilva, Mrs. Lopez.

## **Financial Report**

Motion to approve the financial report presented by Anna Wiszowaty from Baker, Tilly, Virchow Krause as presented. Motioned by: Mrs. DaSilva, Seconded by Mrs. Cappa. Voting Ayes: Mrs. Wells, Mrs. Cappa, Mrs. DaSilva, Mrs. Lopez.

## **Attorney's Report**

Elizabeth Attard reminded board members that there is still a vacant spot on the board and that seat will expire in April 2019.

## **President's Report**

None

## **Director's Report**

The Circulation Statics for the month of August: 7 users added, 1970 check outs, 2075 check ins, 994 ILL sent, 249 ILL received. The phone is still an issue, Director Tracy is concerned that if we switch to an internet based phone system we would need to replace all the equipment which is only 5 years old. The staff copy machine is becoming costly due to not enough use. Director Tracy also spoke with a construction consultant by the name of Dan Eallanardo from Independent Construction Services. The board requested he meet with the entire board rather than just the Building Committee.

## **Old Business**

None

## **New Business**

Motion to approve Ordinance No. 4-2018, The Budget and Appropriations Ordinance. Motioned by: Mrs. DaSilva, Seconded by: Mrs. Cappa. Voting Ayes: Mrs. Wells, Mrs. Cappa, Mrs. DaSilva, Mrs. Lopez.

Motion to approve renewal of magazine subscription services as provided. Motioned by: Mrs. DaSilva, Seconded by: Mrs. Cappa. Voting Ayes: Mrs. Wells, Mrs. Cappa, Mrs. DaSilva, Mrs. Lopez.

Motion to approve Kenwood Furniture quote as provided. Motioned by: Mrs. Cappa, Seconded by: Mrs. Dasilva. Voting Ayes: Mrs. Wells, Mrs. Cappa, Mrs. DaSilva, Mrs. Lopez.

Motion to approve summer staff party to be held at Ledos. Motioned by: Mrs. Wells, Seconded by: Mrs. DaSilva. Voting Ayes: Mrs. Wells, Mrs. Cappa, Mrs. DaSilva, Mrs. Lopez.

Motion to adjourn at 7:28 p.m. Motioned by Mrs. Cappa, Seconded by Mrs. DaSilva. Voting Ayes: Mrs. Wells, Mrs. Cappa, Mrs. DaSilva, Mrs. Lopez.

Next Regular Meeting, Monday, October 15, 2018

Respectfully Submitted by:

*Rose Marie Lopez*

Rose Marie Lopez, Secretary