

# **Hodgkins Library Meeting Regular Meeting Minutes May 15, 2017**

The meeting was called to order at 7:07 PM by Lisa Carson.

Present: Sharon Wells, Joe Young, Stephanie DaSilva, Lisa Carson, Rose Marie Lopez  
Also Present: Victoria Tracy, Director, Joe Lightcap, Baker Tilly, Elizabeth Attard, Louis F. Cainkar Ltd.

Absent: Sue Cappa, Holly Klotz

Consolidated Election Results were distributed along with a listing of past Trustees for the Hodgkins Library District.

Lisa Carson was sworn into her two year term, Sharon Wells and Joe Young were sworn into their 6 year terms.

Motion to keep positions of Board Officers as is. Motioned by Mrs. Sharon Wells, Seconded by Mr. Joe Young. Voting Ayes Mrs. Wells, Mr. Young, Mrs. DaSilva, Mrs. Carson, Mrs. Lopez. Nays: None.

Motion to keep committee positions as is. Motioned by Mrs. Stephanie DaSilva, Seconded by Mrs. Lisa Carson. Voting Ayes Mrs. Wells, Mr. Young, Mrs. DaSilva, Mrs. Carson, Mrs. Lopez. Nays: None.

Motion to approve minutes of April 17, 2017 Regular Board Meeting. Motioned by Mrs. Lisa Carson, Seconded by Mr. Young. Voting Ayes Mrs. Wells, Mr. Young, Mrs. DaSilva, Mrs. Carson, Mrs. Lopez. Nays None.

There were no public comments for this meeting.

Motion to approve the financial report for April 30, 2017 presented by Joe Lightcap from Baker, Tilly, Virchow Krause. Motioned by Mrs. Lisa Carson, Seconded by Mr. Joe Young. Voting Ayes Mrs. Wells, Mr. Young, Mrs. DaSilva, Mrs. Carson, Mrs. Lopez. Nays None.

## **Attorney's Report**

Elizabeth Attard had nothing to report.

## **President's Report**

President Carson did not have anything to report.

## **Director's Report**

The Circulation Statics for the month of April are: 3 users added, 1942 check outs, 2051 check ins, 610 ILL sent, 222 ILL received. The HVAC tune up was delayed due to weather, awaiting a rescheduled date. Sprinkler systems were turned on May 1<sup>st</sup>. Membership for the West Suburban Chamber of Commerce has been reinstated as designated in the Strategic Plan. SWANs automatic renewal of materials will go live on June 13<sup>th</sup>.

The library has received a \$400 refund from AT&T for billing errors. As of date of meeting we are still not being charged the correct E-rate. The corrections were submitted in March to E-Rate and were not told how much longer for the change to take effect. Director Tracy will monitor this issue. The Library has been assigned for The Summer Food Service Program. This program is instituted to provide nutritious meals to children during the summer months when school is not in session, is funded by the United States Department of Agriculture (USDA) and administered by the Illinois State Board of Education (ISBE). The meals will be available from 2:55-3:15. The board has advised the Director to perhaps distribute a flyer through school to let parents know of this program, since most low-income children do not participate in summer camp.

Minutes from the May 9, 2017 Personnel Committee w meeting were discussed.

Motion to approve one week of paid vacation for Director Victoria Tracy. Motioned by Mrs. Sharon Wells, Seconded by Mrs. Lisa Carson. Voting Ayes Mrs. Wells, Mr. Young, Mrs. DaSilva, Mrs. Carson, Mrs. Lopez. Nays None.

### **Old Business**

Motion to approve budget for retirement party not to exceed \$700.00. Motioned by Mrs. Stephanie DaSilva, Seconded by Mrs. Sharon Wells. Voting Ayes Mrs. Wells, Mr. Young, Mrs. DaSilva, Mrs. Carson, Mrs. Lopez. Nays None.

### **New Business**

Motion to approve Engagement with Baker Tilly for Annual Financial Audit. Motioned by Mrs. Lisa Carson, Seconded by Mr. Joe Young. Voting Ayes Mrs. Wells, Mr. Young, Mrs. DaSilva, Mrs. Carson, Mrs. Lopez. Nays None.

Motion to promote Fatima Garcia to Full Time employment with a salary of \$13.00 per hour effective June 1, 2017. Motioned by Mrs. Sharon Wells, Seconded by Mrs. Lisa Carson. Voting Ayes Mrs. Wells, Mr. Young, Mrs. DaSilva, Mrs. Carson, Mrs. Lopez. Nays None.

Motion to amend prior motion to change start date from June 1, 2017 to June 12, 2017. Motioned by Mrs. Stephanie DaSilva, Seconded by Mr. Joe Young. Voting Ayes Mrs. Wells, Mr. Young, Mrs. DaSilva, Mrs. Carson, Mrs. Lopez. Nays None.

Motion to approve 2% increase for all employees presented excluding Fatima Garcia effective July 1, 2017. Motioned by Mrs. Sharon Wells, Seconded by Mrs. Lisa Carson. Voting Ayes Mrs. Wells, Mr. Young, Mrs. Carson, Mrs. Lopez. Nays Mrs. DaSilva,

Motion to approve purchase of Ancestry database 1 year subscription. Motioned by Mr. Joe Young, Seconded by Mrs. Lisa Carson. Voting Ayes Mrs. Wells, Mr. Young, Mrs. DaSilva, Mrs. Carson, Mrs. Lopez. Nays None.

Motion to approve purchase of Meraki Router and Cloud Controller License for \$663.72. Motioned by Mr. Joe Young, Seconded by Mrs. Lisa Carson. Voting Ayes Mrs. Wells, Mr. Young, Mrs. DaSilva, Mrs. Carson, Mrs. Lopez. Nays None.

Motion to approve purchase of six staff task chairs for \$1,884.00. Motioned by Mrs. Lisa Carson, Seconded by Mrs. Stephanie DaSilva. Voting Ayes Mrs. Wells, Mr. Young, Mrs. DaSilva, Mrs. Carson, Mrs. Lopez. Nays None.

Motion to adjourn meeting at 8:30 p.m. Motioned by Mrs. Lisa Carson, Seconded by Mrs. Sharon Wells. Voting Ayes Mrs. Wells, Mr. Young, Mrs. DaSilva, Mrs. Carson, Mrs. Lopez. Nays None.

Next Regular Meeting, Monday, June 19, 2017

Respectfully Submitted by:

*Rose Marie Lopez*

Rose Marie Lopez, Secretary