

**Hodgkins Library Meeting
Regular Meeting Minutes
October 16, 2017**

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, Joseph Young

Absent: Rose Marie Lopez, Sue Cappa

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

2) Approval of Minutes

Approval the Minutes of the September 18, 2017 regular meeting was tabled until the November 20, 2017 meeting.

3) Public Comment

No Public Comment

4) Financial Report

Motion to approve the financial report for September 30, 2017 as presented by Joe Lightcap of Baker Tilly Virchow Krause.

Motioned by: Mrs. Wells

Seconded by: Mrs. Carson

Ayes: Mrs. Wells, Mr. Young, Mrs. Klotz, Mrs. Da Silva, Mrs. Carson

Nays: None

5) Attorney's Report

Tax Levy being prepared and should be ready for next month's meeting.

6) President's Comments

No report

7) Director's Report

Circulation stats were given. 5-Ton HVAC unit was successfully replaced. Tory will be signing the Trustees up for a RAILS webinar on November 15th. WiFi issues from last meeting were resolved by RWK as discussed.

8) Personnel Committee Report

Personnel Committee met to discuss Benchmarking, employee Holiday gifts, and the Holiday Party. Minutes were presented to the board for review.

9) New Business

Board reviewed Chapter 4 of the "Trustee Facts File"

Motion to approve renewal of CDARS account #1019559277 for an additional 52 weeks.

Motioned by: Mr. Young

Seconded by: Mrs. Klotz

Ayes: Mrs. Wells, Mr. Young, Mrs. Klotz, Mrs. Da Silva, Mrs. Carson

Nays: None

Motion to approve the Staff Holiday Party for 1/12/2018.

Motioned by: Mrs. Da Silva Seconded by: Mrs. Wells

Ayes: Mrs. Wells, Mr. Young, Mrs. Klotz, Mrs. Da Silva, Mrs. Carson

Nays: None

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

Motioned by: Mrs. Carson Seconded by: Mr. Young

Mrs. Wells, Mr. Young, Mrs. Klotz, Mrs. Da Silva, Mrs. Carson

Nays: None

Motion to approve \$300 donation to LTHS for Holiday Madrigal program

Motioned by: Mrs. Wells Seconded by: Mr. Young

Ayes: Mrs. Wells, Mr. Young, Mrs. Klotz, Mrs. Da Silva, Mrs. Carson

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, Mr. Young, Mrs. Klotz, Mrs. Da Silva, Mrs. Carson

Nays: None

Approval of IT Service Proposal has been tabled until the November meeting

Motion to approve Dunne carpet cleaning quote as presented

Motioned by: Mrs. Klotz Seconded by: Mr. Young

Ayes: Mrs. Wells, Mr. Young, Mrs. Klotz, Mrs. Da Silva, Mrs. Carson

Nays: None

Motion to approve renewal of Popular Subscriptions Services contract as presented

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

Ayes: Mrs. Wells, Mr. Young, Mrs. Klotz, Mrs. Da Silva, Mrs. Carson

Nays: None

14) Motion to adjourn the meeting was made at 7:39pm

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, November 20, 2017

Respectfully Submitted by:

Holly Klotz

Holly Klotz

Secretary, Pro Tem