

Hodgkins Library Meeting Regular Meeting Minutes September 18, 2017

Call to order

The meeting was called to order at 7:01 PM by Holly Klotz.

Roll Call

Present: Sharon Wells, Holly Klotz, Stephanie DaSilva, Susan Cappa (arrived at 7:20pm), Rose Marie Lopez

Absent: Lisa Carson, Joe Young

Also Present: Victoria Tracy, Mike Cipolla Lightcap, BakerTilly, Elizabeth Attard, Louis F. Cainkar Ltd.

Approval of Minutes

Motion to approve minutes August 21, 2017 Regular Board Meeting.

Motioned by: Mrs. Sharon Wells Seconded by: Mrs. Holly Klotz

Ayes: Mrs. Wells, Mrs. Klotz, Mrs. DaSilva, Mrs. Lopez

Nays: None

Public Comments

None.

Financial Report

Motion to adjourn the Regular meeting to enter into Budget & Apportions Hearing at 7:02 p.m.

Motioned by: Mrs. Klotz Seconded by: Mrs. Wells

Ayes: Mrs. Wells, Mrs. Klotz, Mrs. DaSilva, Mrs. Lopez

Nays: None

Motion to adjourn the Budget & Apportions Hearing and resume the Regular Board meeting at 7:04 p.m.

Motioned by: Mrs. Klotz Seconded by: Mrs. DaSilva

Ayes: Mrs. Wells, Mrs. Klotz, Mrs. DaSilva, Mrs. Lopez

Nays: None

Motion to approve the financial report for August 31, 2017 presented by Michael Cipolla from Baker Tilly Virchow Krause.

Motioned by: Mrs. Klotz Seconded by: Mrs. DaSilva

Ayes: Mrs. Wells, Mrs. Klotz, Mrs. DaSilva, Mrs. Lopez

Nays: None

Attorneys Report

Nothing to report.

President's Comments

Lisa was not present, but would like to know if we would like to send a gift to the previous assistant director.

Motion to approve a \$150.00 gift card to Alicia Jackson.

Motioned by: Mrs. Klotz Seconded by: Mrs. DaSilva

Ayes: Mrs. Wells, Mrs. Klotz, Mrs. DaSilva, Mrs. Lopez

Nays: None

Director's Report

- Circulation Statics for the month of August: 10 users added, 1946 check outs, 2326 check ins, 663 ILL sent, 290 ILL received.
- Infinity Signs reinstalled the letters after the August meeting.

Motion to adjourn to go into closed session at 7:12 p.m.

Motioned by: Mrs. Klotz Seconded by: Mrs. DaSilva

Ayes: Mrs. Wells, Mrs. Klotz, Mrs. DaSilva, Mrs. Lopez

Nays: None

Returned to open session at 7:33

New Business

Motion to approve Line 1 of RWK proposal in the amount of \$552.00.

Motioned by: Mrs. Klotz Seconded by: Mrs. Wells

Ayes: Mrs. Wells, Mrs. Klotz, Mrs. DaSilva, Mrs. Lopez, Mrs. Cappa.

Nays: None

Motion to approve Ordinance No.4-2017, The Budge and Appropriations Ordinance.

Motioned by: Mrs. Klotz Seconded by: Mrs. Cappa

Ayes: Mrs. Wells, Mrs. Klotz, Mrs. DaSilva, Mrs. Lopez, Mrs. Cappa

Nays: None

Board members reviewed Chapter3 of the Trustees Facts File.

Motion to approve hire of Adult Services Librarian with a pay range of \$18-\$20 per hour.

Motioned by: Mrs. Klotz Seconded by: Mrs. DaSilva

Ayes: Mrs. Wells, Mrs. Klotz, Mrs. DaSilva, Mrs. Lopez, Mrs. Cappa

Nays: None

Motion to hire a part-time Circulation Assistant.

Motioned by: Mrs. Cappa Seconded by: Mrs. DaSilva

Ayes: Mrs. Wells, Mrs. Klotz, Mrs. DaSilva, Mrs. Lopez, Mrs. Cappa

Nays: None

Motion to approve Southwest Town Maintenance Agreement.

Motioned by: Mrs. Klotz Seconded by: Mrs. DaSilva

Ayes: Mrs. Wells, Mrs. Klotz, Mrs. DaSilva, Mrs. Lopez, Mrs. Cappa

Nays: None

Motion to approve Southwest Town proposal to replace 5-ton HVAC unit in the amount of \$7,790.00.

Motioned by: Mrs. Klotz Seconded by: Mrs. DaSilva

Ayes: Mrs. Wells, Mrs. Klotz, Mrs. DaSilva, Mrs. Lopez, Mrs. Cappa

Nays: None

Motion to adjourn at 8:05 p.m.

Motioned by: Mrs. Holly Klotz Seconded by: Mrs. Rose Marie Lopez

Ayes: Mrs. Wells, Mrs. Klotz, Mrs. DaSilva, Mrs. Lopez, Mrs. Cappa

Nays: None

Next Regular Meeting, Monday, October 16, 2017

Respectfully Submitted by:

Rose Marie Lopez, Secretary