

Minutes of the Meeting of the Board  
Of Trustees of the Acorn Public Library  
Library Conference Room  
January 10, 2018

1. The meeting was called to order at 7:03 p.m.

- A. Those present were Brad Duff-Hudkins, President; James J. Richmond, Secretary; Ann Harsy, Treasurer; Kim Duffy, Jackie Muscarella, Barbara Rhodes and Mary Walter, Trustees. Also present were Zach Musil, Director; Nancy Agler, Secretary to the Board.
- B. Quorum determined
- C. Recognition of visitors to meeting – Dan Ruzic
- D. Approval of Agenda and request changes to Agenda

**Call to Order**

**Roll Call**

Mary Walter made a motion and Jackie Muscarella seconded to move item 1C to beginning of agenda.

Vote: Brad Duff-Hudkins, James J. Richmond, Ann Harsy, Kim Duffy, Jackie Muscarella, Barbara Rhodes and Mary Walter

Nays: None

Motion carried

Dan Ruzic of Chicago Project Management presented a capital needs plan for the board to review. This includes future Library needs/expenses for the building structure. This plan will also assist in planning a future budget.

- E. Public comments - None

2. Consent Agenda

- A. Approval of December 13, 2017, Board Meeting Minutes
- B. Treasurer’s report
- C. Approval of bills
- D. General Fund Income and Disbursement report
- E. Monthly staff reports
- F. Committee reports

**Consent Agenda**

Jim Richmond made a motion and Mary Walter seconded to approve the Consent Agenda.

Roll Call Vote:

Ayes: Brad Duff-Hudkins, James J. Richmond, Ann Harsy, Kim Duffy, Jackie Muscarella, Barbara Rhodes and Mary Walter

Nays: None

Motion carried

3. New Business

- A. Consideration of Resolution No. 221 to add Policy 4.10 Alcohol Policy

**New Business**

**Resolution No.  
221 - Alcohol**

Zach explained that this is necessary if the Library wants liquor for fundraising events, cultural programs and educational programs.

Jim Richmond made a motion and Ann Harsy seconded to approve Resolution No. 221, Policy 4.10 *Facilities: Alcohol Policy*.

Vote:

Ayes: Brad Duff-Hudkins, James J. Richmond, Ann Harsy, Kim Duffy, Jackie Muscarella, Barbara Rhodes and Mary Walter

Nays: None

Motion carried

- B. Consideration of Resolution No. 222 to adopt changes to Policy 5.14, Sexual and Other Forms of Harassment

Jim Richmond made a motion and Kim Duffy seconded to authorize changes to Policy 5.14, Sexual and Other Forms of Harassment.

Vote:

Ayes: Brad Duff-Hudkins, James J. Richmond, Ann Harsy, Kim Duffy, Jackie Muscarella, Barbara Rhodes and Mary Walter

Nays: None

Motion carried

- C. Discussion of Participating in Oak Forest's Ninth Annual Fleadh parade

Zach requested that any board members wanting to participate to inform him ASAP. The Fleadh is scheduled for Saturday, March 3, 2018.

- D. Consideration of closing the Library for a Staff In-Service day on Friday, January 19, 2018

Zach explained Heritage Technology Solutions will be completing a wiring cleanup project that requires an estimated five hours of total network outage. There will be a review of several Library procedures and discussions among the staff, plus department meetings.

Kim Duffy made a motion and Barb Rhodes seconded to approve a staff In-Service Day on Friday, January 19, 2018.

Vote:

Ayes: Brad Duff-Hudkins, James J. Richmond, Ann Harsy, Kimberly Duffy, Jackie Muscarella, Barbara Rhodes and Mary Walter

Nays: None

Motion carried

#### 4. Old Business

- A. Update on FY18 Illinois Per Capita Grant

Zach reported that he has completed and submitted the FY2018 Illinois Public Library Per Capita Grant application, the supplemental FY2016 Expenditure Report and the Library's 2016 EAV Certificate on Thursday, December 14, 2017.

- B. Update on Strategic Planning

Management Association will be sending out the community surveys on Tuesday, January 30. The emails will appear to be coming from the Acorn Library. They will handle any bounce-backs or replies.

**Resolution No. 222, Sexual & Other Forms of Harassment**

**Fleadh Parade – Sat., March 3**

**Staff In-Service Day, Jan. 19**

**Old Business**

**FY18 Illinois Per Capita Grant**

**Strategic Planning Update**

C. Update on 50<sup>th</sup> Anniversary Planning

**50<sup>th</sup> Anniversary  
planning**

Zach discussed the summer reading program will be June 2 through July 28 and a great opportunity to include celebrating the Library’s 50<sup>th</sup> anniversary. He is also setting August 4 as a “Night at the Library” celebration.

5. Correspondence

**Correspondence**

Jim presented a holiday card from Vicki and Ernie Lamb; a thank you from Regina Mayer for her gift card for 15 years of service; and a thank you from St. Damian Parish Food Pantry for the four boxes of food given by the Library.

6. Open Forum

**Open Forum**

Nancy commented on the funding items approved by the Friends for the Acorn Library.

7. Executive Session – None

**Executive  
Session**

8. Adjournment

**Adjournment**

Jackie Muscarella made a motion, seconded by Mary Walter to adjourn the meeting.

Roll Call Vote:

Ayes: Brad Duff-Hudkins, James J. Richmond, Ann Harsy, Kimberly Duffy, Jackie Muscarella, Barbara Rhodes and Mary Walter

Nays: None

Motion carried.

Meeting adjourned at 8:37 p.m.

\_\_\_\_\_  
James J. Richmond, Secretary

Dated: \_\_\_\_\_, 2018