

Minutes of the Meeting of the Board
Of Trustees of the Acorn Public Library
Library Conference Room
November 9, 2016

1. The meeting was called to order at 7:01 p.m.

- A. Those present were Bradley Duff-Hudkins, President; James J. Richmond, Secretary; Ann Harsy, Treasurer; Kimberly Duffy, Vicki Lamm, Jackie Muscarella and Mary Walter, Trustees. Also present were Zach Musil, Director and Nancy Agler, Secretary to the Board.
- B. Quorum determined
- C. Visitors present: None
- D. Approval of and request changes to agenda

Call to Order

Roll Call

Jim Richmond made a motion and Vicki Lamm seconded to approve the agenda.

Vote:

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

Nays: None

Motion carried

- E. Public comments

2. Consent Agenda

- A. Approval of October 12, 2016, Regular 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, Kimberly Duffy, Vicki Lamm, Jackie Muscarella and Mary Walter

Nays: None

Motion carried

New Business

3. New Business

- A. Enact Levy Ordinance, No. 16-04 and authorize filing of Certified Copy of Ordinance

**Levy Ordinance
No. 16-04**

Jim Richmond made a motion and Kim Duffy seconded to approve Levy Ordinance No. 16-04.

Roll Call Vote:

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

Nays: None

Motion carried

Truth in

B. Enact Certificate of Compliance with Truth in Taxation Law and Authorize Filing of Certificate

Taxation Law

Jim Richmond made a motion and Jackie Muscarella seconded to enact the Certificate of Compliance with Truth in Taxation Law and authorized the filing of Certificate.

Roll Call Vote:

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

Nays: None

Motion carried

C. Enact Ordinance No.16-05 authorizing reduction of Tax Extensions for Levy Year 2015, as necessary and authorize filing of Ordinance

Ordinance No. 16-05 – Tax Extensions

Jim Richmond made a motion and Vicki Lamm seconded to enact Ordinance No. 16-05 authorizing the reduction of Tax Extensions for Levy Year 2015, as necessary and authorize filing of Ordinance.

Roll Call Vote:

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

Nays: None

Motion carried

D. Discussion and approval of the Annual Audit Report

Annual Audit Report

Zach commented that it was a very clean audit.

Ann Harsy made a motion and Mary Walter seconded to approve the annual audit report.

Vote:

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

Nays: None

Motion carried

E. Authorize Publication of Notice of Availability of Audit Report

Publication of Audit Report

Jim Richmond made a motion and Kimberly Duffy seconded to authorize the publication of Notice of Availability of Audit Report.

Vote:

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

Nays: None

Motion carried

F. Enact annual Statement of Revenues and Expenditures and authorize filing with County Clerk

Filing of annual Statement of Revenues and Expenditures

Jim Richmond made a motion and Mary Walter seconded to enact the annual Statement of Revenues and Expenditures and authorize filing with Cook County Clerk.

Roll Call Vote:

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

Nays: None

Motion carried

G. Discussion of FY2017 Per Capita Grant requirements

Discussed possible opening of Library on Friday nights and Sundays. Zach will inquire the publics' opinion.

H. Consideration of Library Employee Appreciation Day for 2017

Kimberly Duffy made a motion and Vicki Lamm seconded to approve a Library Employee Appreciation Day for 2017.

Vote:

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

Nays: None

Motion carried

I. Discussion of Christmas Party on Friday, December 2, 2016

The Library staff, board of trustees and the Friends executive committee are invited. The Library will have three tables. The board will furnish center pieces for 30 tables.

4. Old Business

A. Discussion and consideration of Changes to Policy 5.11, Subsection 2 - Expense Reimbursement for Conferences

Jim Richmond made a motion and Vicki Lamm seconded to approve the changes made to Policy 5.11, Subsection 2.

Vote:

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

Nays: None

Motion carried

B. Update on Strategic Planning

Zach stated that he had his first meeting with the committee that volunteered to participate.

5. Correspondence

Brad received a letter from the African American Contractors Association inviting him to their Business Networking Working event being held on November 17, 2016.

6. Open Forum

Zach reported that there was an incident in the Library recently. A patron was caught on the video cameras stealing DVD's. The O.F. police were called.

FY2017 Per Capita Grant Requirements

Employee Appreciation Day

Christmas Party

Old Business

Changes to Policy 5.11, Subsection 2

Strategic Plan

Correspondence

Open Forum

Zach reported that the Library air conditioner went out. Repairs or replacement will cost \$4,000-5,000.

7. Executive Session - None

8. Adjournment

**Executive
Session**

Adjournment

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

Roll Call Vote:

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

Nays: None

Motion carried.

Meeting adjourned at 8:47 p.m.

James J. Richmond, Secretary

Dated: _____, 2016