

Minutes of the Meeting of the Board  
Of Trustees of the Acorn Public Library  
Library Conference Room  
December 11, 2019

1. The meeting was called to order at 7PM

- A. Those present were James J. Richmond, President; Mary Walter, Secretary; Brad Duff-Hudkins, Treasurer; Michelle Alfano, Kimberly Duffy, Jackie Muscarella, and Barbara Rhodes, Trustees. Also present were, Dorothy Koll, Director and Nancy Agler, Secretary to the Board
- B. Quorum determined
- C. Recognition of visitors at meeting – None
- D. Approval of Agenda and request changes to Agenda

Mary Walter made a motion and Jackie Muscarella seconded to approve the agenda.

Roll Call Vote:

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

Nays: None

Motion carried

- E. Public comments - None

2. Consent Agenda

- A. Approval of November 13, 2019, 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

Brad Duff-Hudkins made a motion and Barbara Rhodes seconded to approve the Consent Agenda.

Roll Call Vote:

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

Nays: None

Motion carried

3. New Business

- A. Consideration of Ordinance No.19-07, Abating Taxes on Library’s Bonds for Levy Year 2019

Jackie Muscarella made a motion, seconded by Mary Walter to adopt Ordinance No. 19-07, Abating Taxes on Library’s Bonds for Levy year 2019.

**Call to Order**

**Roll Call**

**Consent Agenda**

**New Business**

**Abating Taxes on  
Library’s Bonds  
for Levy Year  
2019**

Roll Call Vote:

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

Nays: None

Motion carried

- B. Enact Ordinance No. 19-08, Setting the Regular Meeting Dates of the Board of Trustees for 2020

Mary Walter made a motion, seconded by Barbara Rhodes to enact Ordinance No. 19-08, Setting the Regular Meeting Dates of the Board of Trustees for 2020.

Roll Call Vote:

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

Nays: None

Motion carried

- C. Consideration to adopt Resolution No.230, Amending Personnel Policy 5.12, Personal Vehicle Use for Library Business

Jackie Muscarella made a motion, seconded by Mary Walter to adopt Resolution No. 230, Amending Personnel Policy 5.12, Personal Vehicle Use for Library business.

Vote:

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

Nays: None

Motion carried

- D. Discussion and consideration of updates to the Personnel Policy No.5.14, Sexual and other forms of Harassment

Kimberly Duffy made a motion, seconded by Mary Walter to approve the changes to the Personnel Policy No. 5.14, Sexual and other forms of Harassment.

Vote:

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

Nays: None

Motion carried

- E. Consideration to adopt Resolution No. 231 to amending Personnel Policy No. 5.14, Sexual and other forms of Harassment

Mary Walter made a motion, seconded by Kimberly Duffy to adopt Personnel Policy No. 5.14, Sexual and other forms of Harassment.

Roll Call Vote:

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

Nays: None

Motion carried

**Ordinance No. 19-08, setting regular meeting dates**

**Resolution No. 230, Amending Personnel Policy 5.12, Personal Vehicle Use for Library Business**

**Update to Personnel Policy No. 5.14, Sexual and other forms of Harassment**

**Resolution No. 231, amending Personnel Policy No. 5.14, Sexual and other forms of Harassment**

F. Discussion and consideration of updates to the Personnel Policy No. 5.21, Substance Abuse Policy

Mary Walter made a motion, seconded by Jackie Muscarella to approve the updates to the Personnel Policy No. 5.21, Substance Abuse Policy.

Vote:

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

Nays: None

Motion carried

G. Consideration to adopt Resolution No. 232, amending Personnel Policy No. 5.21, Substance Abuse Policy

Michelle Alfano made a motion, seconded by Jackie Muscarella to adopt Personnel Policy No. 5.21, Substance Abuse Policy.

Roll Call Vote:

Ayes: James J. Richmond, Mary Walter, Michelle Alfano, Kimberly Duffy, Jackie Muscarella and Barbara Rhodes

Abstain: Brad Duff-Hudkins

Nays: None

Motion carried

H. Discussion and consideration of updates to the Facility Policy No. 4.1, Patron Behavior/Code of Conduct

Brad Duff-Hudkins made a motion, seconded by Mary Walter to approve updates of the Facility Policy No. 4.1, Patron Behavior/Code of Conduct

Vote:

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

Nays: None

Motion carried

I. Consideration to adopt Resolution No. 233, amending Facility Policy No. 4.1, Patron Behavior/Code of Conduct

Mary Walter made a motion, seconded by Brad Duff-Hudkins to approve amending Resolution No. 233, Facility Policy No. 4.1, Patron Behavior/Code of Conduct.

Roll Call Vote:

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

Nays: None

Motion carried

J. Discussion and consideration of Employee Wellness Incentive

Dorothy explained her desire to have employees participate in a program to compete and earn paid time off.

**Personnel Policy No. 5.21, Substance Abuse Policy**

**Resolution No. 232, amend Personnel Policy No. 5.21, Substance Abuse Policy**

**Updates to the Facility Policy 4.1, Patron Behavior/Code of Conduct**

**Resolution No. 233, amend Facility Policy No. 4.1, Patron Behavior/Code of Conduct**

**Employee Wellness Incentive**

Brad Duff-Hudkins made a motion, seconded by Michelle Alfano to approve the Employee Wellness Incentive program.

Vote:

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

Nays: None

Motion carried

**Old Business**

4. Old Business

A. Discussion of Employee Pay Scale

**Employee Pay Scale**

Dorothy explained the working hours of the present staff.

B. Discussion of Sunday Hours

**Sunday hours of operation**

There was discussion of implementing Sunday hours. Dorothy stated she wouldn't like to see the Library start opening on Sundays, then having to stop.

**Correspondence**

- 5. Correspondence – Invitation from the African American Contractors Association to join them on November 26 from 10AM-Noon to help feed families in the Englewood and Austin neighborhoods.

**Open Forum**

6. Open Forum

There was some discussion of the Library offering foreign language programs. Also, there was a discussion about the "holding" of books for patrons.

**Executive Session**

7. Executive Session – None

**Adjournment**

8. Adjournment

Kimberly Duffy made a motion, seconded by Barbara Rhodes to adjourn the meeting.

Roll Call Vote:

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

Nays: None

Motion carried.

Meeting adjourned at 8:27 p.m.

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Mary Walter, Secretary

Dated: \_\_\_\_\_, 2019