

Minutes of the Meeting of the Board
Of Trustees of the Acorn Public Library
Library Conference Room
April 13, 2016

1. The meeting was called to order at 7:00 p.m.

- A. Those present were Brad Duff-Hudkins, President; James J. Richmond, Secretary; Ann Harsy, Treasurer; Kimberly Duffy, 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 Mary Walter seconded to approve the agenda.

Vote:

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

Nays: None

Absent: Vicki Lamm

Motion carried

- E. Public comments

2. Consent Agenda

- A. Approval of March 9, 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, Jackie Muscarella and Mary Walter

Nays: None

Absent: Vicki Lamm

Motion carried

3. New Business

- A. Consideration of Resolution No. 210 to adopt changes to Policy 3.1, 3.2 and 3.3 Circulation of Streaming Media Devices

New Business

Resolution No. 210

Jim Richmond made a motion and Jackie Muscarella seconded to adopt Resolution No. 210 - changes to Policies 3.1, 3.2, and 3.3 – Circulation of Streaming Media Devices.

Vote:

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

Nays: None

Absent: Vicki Lamm

Motion carried

B. Consideration of Resolution No.211 to adopt changes to Policy 5.8 Time Off - Sick Leave

Resolution No. 211

Jim Richmond made a motion and Ann Harsy seconded to adopt Resolution No. 211 – Changes to Policy 5.8 Time Off - Sick Leave.

Vote:

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

Nays: None

Absent: Vicki Lamm

Motion carried

C. Ethics Filing with Cook County for Trustees

Ethics Filing

All directors received information and forms that they will file.

D. Semiannual Review of Executive Session Minutes

Executive Session Minutes

Jim Richmond explained as required by 5 ILCS 120/2.06, the Library board is required to conduct a semi-annual review of the closed executive session minutes. It was agreed to review the list of closed executive session minutes at the next 18-month deadline.

E. Discussion and consideration regarding selecting an Auditor

Auditors

Zach presented three proposals from Hearne & Associates, Simadis and Associates and O’Neill & Gaspardo. The Trustees requested that he procure references to present at the May board meeting.

F. Discussion of Landscaping the south side lot

Landscaping

Zach stated that he and Karen Miner met with Dean Vaundry of JaBaays’ Outdoor Creations to discuss landscaping possibilities that will improve the attractiveness of the Library’s south side lot and encourage its usage. Mr. Vaundry explained that the work consists of three separate projects: 1) Brick repair; 2) installing a pergola (30’x50’); and 3) planting trees. The board walked around the area and asked questions of Zach.

4. Old Business

Old Business

A. Discussion and consideration regarding adding security cameras

Security Cameras

Zach presented two proposals from Ron Valdez of Heritage Technology Solutions for installing four security cameras throughout the Library interior in order to monitor the entryways and public service desks. Zach and Dave Hoepfer recommend the proposal which includes four HikVision3 megapixel resolution network cameras utilizing POE (Power Over Ethernet) technology and a 4-terabyte, eight-channel HikVision network video recorder and integrated POE.

Jim Richmond made a motion and Kim Duffy seconded to approve the installation for four security cameras as stated above.

Vote:

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

Nays: None

Absent: Vicki Lamm

Motion carried

B. Update on May 2016 Book sale event

May Book Sale

The book sale will be May 13 and 14, 2016, from 10AM-3PM in the Library meeting room. Volunteers are needed. Books that don't sell will be recycled.

C. Update on IMET Liquidating Trust

IMET Trust

No further funds are expected.

5. Correspondence

Correspondence

Jim reported receiving the annual TIF (April 30, 2015) report.

6. Open Forum

Open Forum

Zach thanked the participants in the Oak Forest Fleadh family parade held on March 5. He stated that the In-Service Day, March 18, went quite well. Karen, Paul and Zach walked the employees through the entire *Disaster and Emergency Plan*. It was greatly needed.

7. Executive Session – None

Executive Session

8. Adjournment

Adjournment

Kim Duffy 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 and Mary Walter

Nays: None

Absent: Vicki Lamm

Motion carried.

Meeting adjourned at 8:27 p.m.

James J. Richmond, Secretary

Dated: _____, 2016