

Minutes of the Meeting of the Board  
Of Trustees of the Acorn Public Library  
Library Conference Room  
May 17, 2017

1. The meeting was called to order at 7:04 p.m.

- A. Those present were Brad Duff-Hudkins, President; James J. Richmond, Secretary; Ann Harsy, Treasurer; Kimberly Duffy, Vicki Lamm and Jackie Muscarella, Trustees. Also present were Zach Musil, Director and Nancy Agler, Secretary to the Board.
- B. Quorum determined
- C. Visitors present - Peter Muscarella
- D. Approval of and request changes to agenda

**Call to Order**

**Roll Call**

Vicki Lamm made a motion and Jackie Muscarella seconded to approve the agenda.

Vote:

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

Nays: None

Absent: Mary Walter

Motion carried

- E. Public comments
- F. Oath of Office for newly elected trustees – Kimberly Duffy and Jackie Muscarella
- G. Election of Trustee Executive Board officers

Kimberly Duffy made a motion and Jim Richmond seconded to nominate Brad Duff-Hudkins for President of Board of Trustees.

Vote:

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

Nays: None

Absent: Mary Walter

Motion carried

Jackie Muscarella made a motion and Brad Duff-Hudkins seconded to nominate James Richmond for Secretary of the Board of Trustees.

Vote:

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

Nays: None

Absent: Mary Walter

Motion carried

Jim Richmond made a motion and Kimberly Duffy seconded to nominate Ann Harsy for Treasurer of the Board of Trustees.

Vote:

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

Nays: None

Absent: Mary Walter

Motion carried

2. Consent Agenda

- A. Approval of April 22, 2017, 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

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

Roll Call Vote:

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

Nays: None

Absent: Mary Walter

Motion carried

3. New Business

**New Business**

- A. Discussion of Library’s presence at Oak Forest’s Memorial Day ceremony

**Memorial Day Ceremony**

A board member will present a wreath.

- B. Discussion and consideration of changes to Section 5, Personnel Policies

**Personnel Policies**

Acorn Library attorneys went through all policies and made revisions/suggestions. Zach and Karen met with Jim Griffin from Management Association. The Board discussed vacation policies and leave of absence policies.

Jim Richmond made a motion, seconded by Jackie Muscarella to accept changes to Section 5, Personnel Policies.

Vote:

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

Nays: None

Absent: Mary Walter

Motion carried

- C. Discussion and consideration of Special Projects for FY18

**FY18 Special Projects**

Pergola project: A legal notice to bidders will be published in the Daily Southtown. A mandatory pre-bid meeting will be held in the lower level meeting room on May 18 at 10:30 a.m. Bids will be accepted until June 1 at 1PM. Bids will be publicly opened in the meeting room.

**Pergola project**

Capital needs: Acorn Library building, including masonry and roof issues.

**Capital needs**

Brad inquired whether insurance costs will increase for adding the pergola and other items on Library grounds.

Jim Richmond made a motion, seconded by Kim Duffy to approve \$100,000 for the above special projects.

Vote:

Ayes: James J. Richmond, Ann Harsy, Kimberly Duffy, Vicki Lamm and Jackie Muscarella

Nays: None

Abstain: Brad Duff-Hudkins

Absent: Mary Walter

Motion carried

D. Discussion and Consideration of FY18 Working Budget

**FY18 Working Budget**

Vicki Lamm made a motion, seconded by Jackie Muscarella to approve the Working Budget as presented.

Vote:

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

Nays: None

Absent: Mary Walter

Motion carried

E. Yearly evaluation of Library Director

Jim Richmond made a motion, seconded by Kim Duffy to table the evaluation until the June Board meeting.

Vote:

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

Nays: None

Absent: Mary Walter

Motion carried

4. Old Business

**Old Business**

A. Report on Shred Event

**Shred Event**

Zach gave a positive report on the shred event held on April 29, 2017. It was a great success!

B. Update on Pergola Project

**Pergola Project**

As previously stated, there will be a pre-bid meeting on Thursday, May 18.

5. Correspondence

**Correspondence**

- 1) Thank you letter for the Library's participation in the St. Damian Parish Food Pantry through the Food for Fee event.
- 2) Thank you note from Karen Sajewski (Library staff) for plant to acknowledge the death of her grandfather.

6. Open Forum

**Open Forum**

Vicki Lamm inquired about a cover page for faxes when using fax machine at Library.

Sadly, Vicki Lamm presented her resignation letter. She will be moving out of Oak Forest to be closer to her family.

Jackie, Kim and Ann will co-chair the 50<sup>th</sup> anniversary committee.

7. Executive Session - None

**Executive Session**

8. Adjournment

**Adjournment**

Vicki Lamm 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 and Jackie Muscarella

Nays: None

Absent: Mary Walter

Motion carried.

Meeting adjourned at 9:35 p.m.

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James J. Richmond, Secretary

Dated: \_\_\_\_\_, 2017