

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

1. The meeting was called to order at 7:08 p.m.

- A. Those present were James J. Richmond, Secretary; Ann Harsy, Treasurer; Jackie Muscarella and Mary Walter, Trustees. Also present were Zach Musil, Director and Nancy Agler, Secretary to the Board. Brad Duff-Hudkins joined via Internet telecommunication.
- 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 appoint Jackie Muscarella as Acting President for this meeting.

Vote:

Ayes: James J. Richmond, Ann Harsy, Jackie Muscarella and Mary Walter

Nays: None

Absent: Brad Duff-Hudkins, Kimberly Duffy and Vicki Lamm

Motion carried

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

Vote:

Ayes: James J. Richmond, Ann Harsy, Jackie Muscarella and Mary Walter

Nays: None

Absent: Brad Duff-Hudkins, Kimberly Duffy and Vicki Lamm

Motion carried

- E. Public comments

2. Consent Agenda

- A. Approval of June 15, 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**

Jackie Muscarella inquired about landscaping quotes.

Ann Harsy made a motion and Mary Walter seconded to approve the Consent Agenda.

Roll Call Vote:  
Ayes: James J. Richmond, Ann Harsy, Jackie Muscarella and Mary Walter  
Nays: None  
Absent: Brad Duff-Hudkins, Kimberly Duffy and Vicki Lamm  
Motion carried

3. New Business

- A. Authorize the posting and publication of Public Notice of the Tentative Budget and Appropriation Ordinance

Mary Walter made a motion and Jackie Muscarella seconded to authorize the posting and publication of the Public Notice of the Tentative Budget and Appropriation Ordinance

Roll Call Vote:  
Ayes: James J. Richmond, Ann Harsy, Jackie Muscarella and May Walter  
Nays: None  
Absent: Brad Duff-Hudkins, Kimberly Duffy and Vicki Lamm  
Motions carried

- B. Authorize the payment of obligations incurred in the prior fiscal year

Mary Walter made a motion and Jackie Muscarella seconded to authorize the payment of obligations incurred in the prior fiscal year.

Roll Call Vote:  
Ayes: James J. Richmond, Ann Harsy, Jackie Muscarella and Mary Walter  
Nays: None  
Absent: Brad Duff-Hudkins, Kimberly Duffy and Vicki Lamm  
Motion carried

- C. Appoint two trustees to audit secretary's records

The Board of Trustees appointed Brad Duff-Hudkins and Jim Richmond to audit secretary's records.

- D. Authorize the Library's annual audit

Jackie Muscarella made a motion and Jim Richmond seconded to authorize Hearne & Associates to conduct the annual audit.

Roll Call Vote:  
Ayes: James J. Richmond, Ann Harsy, Jackie Muscarella and Mary Walter  
Nays: None  
Absent: Brad Duff-Hudkins, Kimberly Duffy and Vicki Lamm  
Motion carried

- E. Direct that the Annual Report be filed with the Illinois State Librarian

The Board of Trustees directed Zach to file the Annual Report with the Illinois State Librarian.

- F. Enact Ordinance No. 16-02 for additional .02% tax levy for the building fund

Mary Walter made a motion and Jim Richmond seconded to enact Ordinance No. 16-02 for additional .02% tax levy for the building fund.

**New Business**

**Public Notice of Tentative Budget**

**Prior fiscal year obligations**

**Audit Secretary's Records**

**Library's Annual Audit**

**File Annual Report with Illinois State Librarian**

**Ordinance No. 16-02 – additional .02% tax levy**

Roll Call Vote:

Ayes: James J. Richmond, Ann Harsy, Jackie Muscarella and Mary Walter

Nays: None

Absent: Brad Duff-Hudkins, Kimberly Duffy and Vicki Lamm

Motion carried

G. Discussion and Consideration of changes to Policy 3.1 regarding Hot Copy items

**Policy 3.1-Hot Copy items**

Jim Richmond made a motion and Jackie Muscarella seconded to make changes to Policy 3.1 regarding Hot Copy items.

Roll Call Vote:

Ayes: James J. Richmond, Ann Harsy, Jackie Muscarella and Mary Walter

Nays: None

Absent: Brad Duff-Hudkins, Kimberly Duffy and Vicki Lamm

Motion carried

H. Discussion and Consideration of East Side Landscaping work

**East Side Landscaping**

Several ideas were discussed, re: demolishing stairs, etc.

Jim Richmond made a motion and Mary Walter seconded to table this issue until the next board meeting.

I. Discussion and consideration of Strategic Planning

**Strategic Planning**

Zach discussed his plan to move forward to create a new strategic plan using Appreciative Inquiry, an approach to organizational change that focuses on exploring strengths and assets instead of deficits and gaps. The issue will be discussed further at the August board meeting.

4. Old Business

**Old Business**

A. Update on IMET Liquidating Trust

**IMET Trust**

Nothing to report.

5. Correspondence - None

**Correspondence**

6. Open Forum

**Open Forum**

Zach reported that the Library received the per capita grant. He also reported that he met and had a conversation with Fawn Hill – the first president of the Acorn Public Library board.

7. Executive Session - None

**Executive Session**

8. Adjournment

**Adjournment**

Jim Richmond made a motion, seconded by Mary Walter to adjourn the meeting.

Roll Call Vote:

Ayes: James J. Richmond, Ann Harsy, Jackie Muscarella and Mary Walter

Nays: None

Absent: Brad Duff-Hudkins, Kimberly Duffy and Vicki Lamm

Motion carried.

Meeting adjourned at 8:44 p.m.

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James J. Richmond, Secretary

Dated: \_\_\_\_\_, 2016