

Minutes of the Meeting of the Board
Of Trustees of the Acorn Public Library
Library Conference Room
August 9, 2017

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

- A. Those present were Brad Duff-Hudkins, President; James J. Richmond, Secretary; Ann Harsy, Treasurer; Jackie Muscarella, Barbara Rhodes and Mary Walter, Trustees. Also present were Zach Musil, Director; Nancy Agler, Secretary to the Board.
- B. Quorum determined
- C. Recognition of visitors to meeting – Andrea Greene, Adult Services Director and Pete Muscarella, patron
- D. Approval of Agenda and request changes to Agenda

Call to Order

Roll Call

Jim Richmond made a motion and Mary Walter seconded to approve the agenda.

Vote: Brad Duff-Hudkins, James J. Richmond, Ann Harsy, Jackie Muscarella, Barbara Rhodes and Mary Walter
Nays: None
Absent: Kim Duffy
Motion carried

E. Public comments

Pete Muscarella advised the board that the outside water faucet in front of Library is loose. He is concerned it might break.

2. Consent Agenda

- A. Approval of July 12, 2017, 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

Zach brought up the recent check fraudulently altered and cashed by a John Heeger of Alabama. This was a check payable to Heritage Technology Solutions. A process has begun to investigate and recoup the funds.

Zach also discussed an electrical power surge that happened on July 21.

The board discussed several issues regarding the Management Association upcoming survey.

Jackie questioned the new plan for integrating the Mah Jong game day into a game day for various other games. Zach explained that this should interest more patrons to attend.

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, Jackie Muscarella, Barbara Rhodes and Mary Walter

Nays: None

Absent: Kim Duffy

Motion carried

Note: Kim Duffy arrived at 7:30 p.m.

3. New Business

A. Update on FY18 Special Project to improve the south side lot Landscape

Zach reported that there will be four benches; a new trash can and two covered picnic tables on the south lot, which were ordered from Belson Outdoors. The benches and picnic tables will be anchored into a concrete slab. There was discussion in regards to purchasing an awning for the lower level entrance.

Zach also reported that a structure of an acorn will be placed outside the main entrance.

B. Discussion of tentative budget and appropriation Ordinance

Zach explained that there are some name updates of line items.

4. Old Business

A. Discussion and update on Strategic Planning

Zach reported that he has scheduled and conducted brief interviews with community members to ask what they care about, what their service community cares about and what they think are their service community's greatest needs and wants. It is possible the Strategic Plan will be finished by year end. Also, it was discussed who will be in charge of the survey and how it will be managed.

B. Discussion and update on 50th Anniversary (3/1/1968) planning process

Zach reported that the Library is finding ways to preserve, celebrate and share the Library history. They are digitizing select photos, documents and news clippings and are sharing them on the website. The Library is reaching out to past employees, trustees and patrons to see if they will allow the Library to interview them on camera. George Saunders has been contacted and will send a remembrance statement.

5. Correspondence - None

6. Open Forum

Zach stated he is writing a draft for the Employee Handbook on Employee Personal Appearance and Dress Code.

Nancy advised the board that the Friends had a membership meeting on August 8 and the Membership Chair reported that there has been an increase of approximately 20 new members in 2017. The Friends flower garden has been planted with the help of Pete and Jackie Muscarella and Tom Rosenthal. The National Friends of the Library Week is October 15 – 21 2017.

7. Executive Session – None

8. Adjournment

New Business

**FY18 Special
Projects Update**

**Tentative Budget
& Appropriation
Ordinance**

Old Business

**Strategic
Planning Update**

**50th Anniversary
planning**

Correspondence

Open Forum

**Executive
Session**

Adjournment

Ann Harsy 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, Jackie Muscarella, Barbara Rhodes and Mary Walter

Nays: None

Motion carried.

Meeting adjourned at 8:43 p.m.

James J. Richmond, Secretary

Dated: _____, 2017