

Minutes of the Meeting of the Board  
Of Trustees of the Acorn Public Library  
Library Conference Room  
September 13, 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; Kim Duffy, Jackie Muscarella and Barbara Rhodes, Trustees. Also present were Zach Musil, Director; Nancy Agler, Secretary to the Board.
- B. Quorum determined
- C. Recognition of visitors to meeting - None
- D. Approval of Agenda and request changes to Agenda

**Call to Order**

**Roll Call**

Jim Richmond made a motion and Kim Duffy seconded to approve the agenda.

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

- E. Public comments - None

2. Consent Agenda

- A. Approval of August 9, 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 updated the board on the recent check fraudulently altered and cashed by a John Heeger of Alabama. This was a check payable to Heritage Technology Solutions. MB Financial stated that the \$8,335 amount is high on their list to get the monies to The Acorn Library.

Zach apprised the board of the recent door count discrepancy. He will investigate the issue further.

Jim Richmond made a motion and Ann Harsy seconded to approve the Consent Agenda.

Roll Call Vote:

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

3. New Business

- A. Enact Budget and Appropriation Ordinance No.17-03

**New Business**

**Budget & Appropriation**

Jim Richmond made a motion and Jackie Muscarella seconded to approve the enactment of the Budget and Appropriation Ordinance No. 17-03.

**Ordinance No.  
17-03**

Roll Call Vote:

Ayes: Brad Duff-Hudkins, James J. Richmond, Ann Harsy, Kim Duffy, Jackie Muscarella and Barbara Rhodes

Nays: None

Absent: Mary Walter

Motion carried

**B. Authorize posting and publication of Certified Copy of Budget and Appropriation Ordinance**

**Posting and  
publication of  
Budget &  
Appropriation  
Ordinance**

Kim Duffy made a motion and Jim Richmond seconded to authorize posting and publication of a Certified Copy of the Budget and Appropriation Ordinance.

Vote:

Ayes: Brad Duff-Hudkins, James J. Richmond, Ann Harsy, Kim Duffy, Jackie Muscarella and Barbara Rhodes

Nays: None

Absent: Mary Walter

Motion carried

**C. Enact Certificate of Estimated Revenue**

**Enact Estimated  
Revenue**

Jim Richmond made a motion and Jackie Muscarella seconded to authorize the enactment of the Certificate of Estimated Revenue.

Roll Call Vote:

Ayes: Brad Duff-Hudkins, James J. Richmond, Ann Harsy, Kim Duffy, Jackie Muscarella and Barbara Rhodes

Nays: None

Absent: Mary Walter

Motion carried

**D. Semiannual review of Executive Session Minutes**

**Review of  
Executive  
Session Minutes**

From June 2013 to May 2015, there are ten sets of minutes.

Jim Richmond made a motion and Jackie Muscarella seconded to make these minutes public.

Vote:

Ayes: Brad Duff-Hudkins, James J. Richmond, Ann Harsy, Kim Duffy, Jackie Muscarella and Barbara Rhodes

Nays: None

Absent: Mary Walter

Motion carried

Jim Richmond made a motion and Kim Duffy seconded to destroy the corresponding ten sets of audio recordings of minutes.

Vote:

Ayes: Brad Duff-Hudkins, James J. Richmond, Ann Harsy, Kim Duffy, Jackie Muscarella and Barbara Rhodes

Nays: None

Absent: Mary Walter

Motion carried

<p>E. Discussion and consideration of rescheduling October 11, 2017, Regular Board Meeting</p> <p>Kim Duffy suggested that in honor of Zach’s grandmother’s 91<sup>st</sup> birthday celebration, the regular October 11 board meeting be rescheduled to Thursday, October 12. The board agreed.</p>	<p><b>Board Meeting change to Oct. 12</b></p>
<p>F. Discussion of ILA annual conference Trustee Day – Thursday, October 12, 2017, from 8:30 a.m. to 4PM at Tinley Park Convention Center</p> <p>Zach is encouraging the board Trustees to attend.</p>	<p><b>ILA Trustee Day – Oct. 12, 2017</b></p>
<p>G. Discussion of Community Expo – Saturday, October 14, 2017, from 9AM to 1PM</p> <p>The Expo is being held at Arbor Park Middle School, 17303 Central Avenue, Oak Forest. Brad and Jackie will attend. The Friends will have book gift baskets available for a raffle.</p> <p>Also, on Thursday, October 5, the Senior Health Fair is being held from 10AM to 2PM at the Oak Forest Park District.</p>	<p><b>Community Expo – Oct. 14, 2017</b></p>
<p>H. Discussion of FY18 Illinois Per Capita Grant Requirements</p> <p>While the Illinois State Library has yet to release the FY18 Illinois Public Library per Capita Grant application, requirements for the Standards Chapter Review, Trustees, Continuing Education and Outreach sections are available. Zach reported that one requirement is to watch a safety video.</p>	<p><b>FY18 Illinois Per Capita Grant Requirements</b></p>
<p>4. Old Business</p>	<p><b>Old Business</b></p>
<p>A. Audit of Secretary’s Records</p> <p>Jackie Muscarella and Mary Walter performed the audit. They found all monthly board minutes accounted for and signed.</p>	<p><b>Audit of Secretary’s Records</b></p>
<p>B. Update o Annual Audit</p> <p>Zach reported that the annual audit has been completed.</p>	<p><b>Annual Audit</b></p>
<p>C. Update on Strategic Planning</p> <p>Zach stated that he met with Troy Ishler, Oak Forest’s City Administrator, and John Orth, Principal of Jack Hille Middle School. He has 12 other requests out for meetings/interviews. Also discussed was conducting a survey and how to pursue.</p>	<p><b>Strategic Planning Update</b></p>
<p>D. Update on 50<sup>th</sup> Anniversary Planning</p> <p>Zach spoke about conducting video interviews with the first Acorn Library board president and current long-standing board members.</p>	<p><b>50<sup>th</sup> Anniversary planning</b></p>
<p>5. Correspondence - None</p>	<p><b>Correspondence</b></p>
<p>6. Open Forum</p> <p>Ann commented that she thought very highly of the latest newsletter.</p> <p>Nancy advised the board that the National Friends of the Library Week is October 15 – 21 2017. There are plans</p>	<p><b>Open Forum</b></p>

for Tuesday, October 17, to have refreshments and book baskets for sale from 10AM – 7PM in the meeting room. We will have face painting from 5:30 – 6:30 p.m.

Zach stated that he is having his staff look into grants for Libraries wanting to have programs for those with autism issues.

7. Executive Session – None

8. Adjournment

**Executive  
Session**

Jackie Muscarella made a motion, seconded by Barbara Rhodes to adjourn the meeting.

**Adjournment**

Roll Call Vote:

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

Nays: None

Absent: Mary Walgter

Motion carried.

Meeting adjourned at 9:03 p.m.

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James J. Richmond, Secretary

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