

Minutes of the Meeting of the Board
Of Trustees of the Acorn Public Library
Library Conference Room
May 15, 2019

1. The meeting was called to order at 7PM.

- A. Those present were Brad Duff-Hudkins, President; James J. Richmond, Secretary; Ann Harsy, Treasurer; Kimberly Duffy, Jackie Muscarella, Barbara Rhodes and Mary Walter Trustees. Also present were Donna Dukes, Interim Library Director; Nancy Agler, Secretary to the Board.
- B. Quorum determined
- C. Recognition of visitors at meeting – Dorothy Koll and Peter Muscarella
- D. Approval of Agenda and request changes to Agenda

Jackie Muscarella made a motion and Jim Richmond seconded to approve the agenda.

Vote:

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

Nays: None

Motion carried

- E. Public comments

At 7:05 p.m., Ann Harsy left the meeting.

- F. Oath of Office for newly elected Trustees

Barbara Rhodes and James J. Richmond were sworn into office for their new Trustee terms.

- G. Election of Trustee Executive Board Officers

Kim Duffy made a motion and Barbara Rhodes seconded to nominate James J. Richmond as President.

Vote:

Ayes: Brad Duff-Hudkins, Kim Duffy, Jackie Muscarella, Barbara Rhodes and Mary Walter

Nays: None

Motion carried

Barbara Rhodes made a motion and Mary Walter seconded to nominate Brad Duff-Hudkins as Treasurer.

Vote:

Ayes: James J. Richmond, Kim Duffy, Jackie Muscarella, Barbara Rhodes and Mary Walter

Nays: None

Motion carried

Kim Duffy made a motion and Brad Duff-Hudkins seconded to nominate Mary Walter as Secretary.

Vote:

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

Nays: None

Motion carried

Call to Order

Roll Call

**Oath of Office
for newly elected
Trustees**

**Election of
Trustee
Executive Board
Officers**

7:18 p.m.: Two visitors, Jerlene Harris and Mary M. Seary joined the meeting. They had attended an Acorn Library presentation titled: Smart Savings: Energy Efficiency on May 2. Cook County's Department of Environment and Sustainability, Citizens Utility Board (CUB) and Elevate Energy were the presenters. Ms. Harris explained that she had some issues to discuss. Jim Richmond took notes and agreed to check out her questions and respond to her with some answers.

Visitors

2. Consent Agenda

Consent Agenda

- A. Approval of April 10, 2019, 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

Donna informed the board that some part time employees are asking about pay raises. She included information in the board packet. There was a brief discussion.

Brad Duff-Hudkins made a motion and Jackie Muscarella seconded to approve the Consent Agenda.

Roll Call Vote:

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

Nays: None

Motion carried

3. New Business

New Business

- A. Approval of April 10, 2019, Executive Session meeting minutes

Approval of April 10 Executive Session meeting minutes

Jackie Muscarella made a motion and Mary Walter seconded to approve the Executive Session meeting minutes for April 10, 2019.

Roll Call Vote:

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

Nays: None

Motion carried

- B. Discussion and consideration of additional staffing in Circulation

Additional Circulation Staffing

Barbara Rhodes made a motion, seconded by Mary Walter to approve the additional Circulation staff request.

Roll Call Vote:

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

Nays: None

Motion carried

- C. Discussion of Library's presence at Oak Forest's Memorial Day, May 27 ceremony

Memorial Day Ceremony

Donna stated that the Library has a wreath. Jim Richmond and Jackie Muscarella will attend

- D. Discussion of FY20 Working Budget draft

FY20 Working Budget

It was stated that the present sprinkler system needs updating. More discussion will take place at the next meeting.

4. Old Business

A. Update on Partnership with Cradles to Crayons

Donna reported that the program is going well.

B. Update on Summer Reading

Donna reported that the prizes will be Hamilton tickets, Field Museum tickets, Lou Malnati’s dinner and Chicago White Sox tickets.

5. Correspondence

A reminder letter from Office of the Secretary of State to inform the State Librarian of any board member changes and vacancies.

A letter from O’Neill & Gaspardo, LLC, asking the Acorn Library to consider them for any needs for accounting services.

6. Open Forum

Now there is an open seat on the Acorn Library board. Jim will speak to Karen about the procedure to start the process of appointing a new Trustee.

Donna reported to the board that The Friends are paying one half of the June 29 Shred Event.

7. Executive Session - None

8. Adjournment

Brad Duff-Hudkins made a motion, seconded by Mary Walter to adjourn the meeting.

Roll Call Vote:

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

Nays: None

Motion carried.

Meeting adjourned at 8:21 p.m.

Mary Walter, Secretary

Dated: _____, 2019

Old Business

Cradles to Crayons

Summer Reading

Correspondence

Open Forum

Executive Session

Adjournment