

Minutes of the Meeting of the Board  
Of Trustees of the Acorn Public Library  
Library Conference Room  
February 10, 2016

1. The meeting was called to order at 7:03 p.m.

- A. Those present were Brad Duff-Hudkins, President; James J. Richmond, Secretary; Ann Harsy, Treasurer; Kimberly Duffy, Vicki Lamm, Jackie Muscarella and Mary Walter, Trustees. Also present were Zach Musil, Director and Nancy Agler, Secretary to the Board
- 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 Jackie Muscarella seconded to approve the agenda.

Vote:

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

Nays: None

Motion carried

- E. Public comments

2. Consent Agenda

- A. Approval of January 13, 2015, Regular Board meeting minutes
- B. Treasurer's report
- C. Approval of bills
- D. General Fund Income and Disbursement report
- E. Monthly staff reports

**Consent Agenda**

Discussed using a different accounting firm in the future.

- 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, Jackie Muscarella and Mary Walter

Nays: None

Motion carried

3. New Business

- A. Discussion and consideration of Proposal to Standardize Loan Periods for participating libraries.

**New Business**

The Board and Director Zach Musil discussed the ATLAS Standardization Committee's proposal, a copy of which was included in the board packet.

Jim Richmond made a motion and Mary Walter seconded to approve the ATLAS standardized loan periods.

Vote:

Ayes: None

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

Motion failed

B. Discussion and consideration of changes to Policy 3.1 Circulation – Loan Periods and Reserves

Zach proposed changes to the above policy to include the circulating of the Roku 2 streaming media device to Acorn Public Library District patrons only for two weeks with no renewals.

Jim Richmond made a motion and Vicki Lamm seconded to approve the above proposal.

Vote:

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

Nays: None

Motion carried

C. Discussion and consideration of changes to Policy 3.2 Fines and Fees – Overdue Fines

Zach proposed an amendment, which will assign a \$1 per day late charge for failing to return the Roku.

Jim Richmond made a motion and Kim Duffy seconded to amend Policy 3.2 Fines and Fees – Overdue Fines.

Vote:

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

Nays: Brad Duff-Hudkins

Motion carried

D. Discussion and consideration of changes to Policy 3.3 Interlibrary Loan

Zach proposed an amendment under the Interlibrary Loan Policy to include: Streaming media devices are also not available for ILL requests, as they can only be checked out from and returned directly to the Acorn Public Library District. Returning streaming media devices to any other library but Acorn Public Library District will result in a \$10 charge.

Jim Richmond made a motion and Jackie Muscarella seconded the above ILL change.

Vote:

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

Nays: None

Motion carried

E. Discussion of May 2016 Book Sale event

Recently, Zach attended a “Friends of the Library” meeting. He would like to discuss their by-laws and request list of members. There will be a special meeting of the Friends on March 1, 2016, for further discussion.

F. Discussion of Statistical Findings

Zach presented an overhead Excel spreadsheet comparing year-to-year statistics of various facts to the board.

G. Update on Security Cameras

Zach met with Heritage who recommended four security cameras be installed: 1) circulation desk at front door; 2) upstairs reference desk; 3) downstairs at registration desk; and 4) downstairs hallway. He will present a quote at the next meeting.

4. Old Business

A. Discussion of participation in the Oak Forest Seventh Annual Fleadh, which takes place Saturday, March 5, 2016.

Registration is required by February 24; please contact Zach by February 19 if any board member volunteers to walk in the parade.

B. Update on IMET Liquidating Trust

Acorn Public Library received VERY small change - \$.02!

5. Correspondence

Jim reported receiving a letter from Kane, McKenna and Associates, Inc. regarding the City of Oak Forest's proposed West 159<sup>th</sup> Corridor TIF Designation (TIF No.7). Also, a letter was received from the City of Oak Forest regarding a Broadband Consortium meeting.

6. Open Forum

7. Executive Session – None

8. Adjournment

Kim Duffy made a motion, seconded by Vicki Lamm to adjourn the meeting.

Roll Call Vote:

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

Nays: None

Motion carried.

Meeting adjourned at 9:42 p.m.

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James J. Richmond, Secretary

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

**Old Business**

**FY2016 Per Capita Grant Requirements**

**IMET Trust**

**Correspondence**

**Open Forum**

**Executive Session**

**Adjournment**