

Minutes of the Meeting of the Board  
Of Trustees of the Acorn Public Library  
Library Conference Room  
March 9, 2016

1. The meeting was called to order at 7:00 p.m. by James J. Richmond, Acting President

- A. Those present were James J. Richmond, Secretary; Ann Harsy, Treasurer; Kimberly Duffy and Vicki Lamm, 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**

Due to the absence of Brad Duff-Hudkins, President, Kimberly Duffy made a motion and Vicki Lamm seconded to nominate Jim Richmond as Acting President.

Vicki Lamm made a motion and Ann Harsy seconded to approve the agenda.

Vote:

Ayes: James J. Richmond, Ann Harsy, Kimberly Duffy and Vicki Lamm

Nays: None

Absent: Brad Duff-Hudkins, Jackie Muscarella and Mary Walter

Motion carried

- E. Public comments

2. Consent Agenda

- A. Approval of February 10, 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**

The board and Zach discussed the issues regarding Illinois Funds and MB Financial. Also discussed was the ILA South Suburban Library Legislative Breakfast, which took place on February 12. Kim Duffy and Zach attended.

Kim Duffy made a motion and Vicki Lamm seconded to approve the Consent Agenda.

Roll Call Vote:

Ayes: James J. Richmond, Ann Harsy, Kimberly Duffy and Vicki Lamm

Nays: None

Absent: Brad Duff-Hudkins, Jackie Muscarella and Mary Walter

Motion carried

**New Business**

3. New Business

- A. Consideration of Resolution No. 210 to adopt changes to Policy 3.1 Circulation – Loan Periods and Reserves

**Resolution No. 210**

B. Consideration of Resolution No.211 to adopt changes to Policy 3.2 Fines and Fees – Overdue Fines

**Resolution No. 211**

C. Consideration of Resolution No. 212 to adopt changes Policy 3.3 Interlibrary Loan

**Resolution No. 212**

Vicki Lamm made a motion and Kim Duffy seconded to table the above three Resolutions until the April meeting.

Vote:

Ayes: James J. Richmond, Ann Harsy, Kimberly Duffy and Vicki Lamm

Nays: None

Absent: Brad Duff-Hudkins, Jackie Muscarella and Mary Walter

Motion carried

D. Consideration of closing the Library for a staff In-Service day on Friday, March 18, 2016

**Staff In-Service Day, Friday, March 18**

Zach explained to the board that he would like to hold a staff in-service day to thoroughly go over the approved *Disaster and Emergency Plan* with the employees so they will feel better prepared in handling a variety of emergency situations if and when they occur.

Ann Harsy made a motion and Vicki Lamm seconded to close the library for a staff in-service day on Friday, March 18, 2016.

Vote:

Ayes: James J. Richmond, Ann Harsy, Kimberly Duffy and Vicki Lamm

Nays: None

Absent: Brad Duff-Hudkins, Jackie Muscarella and Mary Walter

Motion carried

E. Discussion and consideration of Changes to Policy 5.8 Time Off – Sick Leave

**Changes to Policy 5.8-Time Off-Sick Leave**

Zach explained that he and Karen Miner, Business Manager, discovered a need for added clarifying language in the Library’s sick leave policy regarding the maximum number of sick leave hours’ employees can accumulate according to IMRF Pension rules and differentiating it from the maximum number of sick leave hours’ employees can accumulate within the context of earning additional vacation days.

Vicki Lamm made a motion and Ann Harsy seconded to change Policy 5.8 Time Off-Sick Leave.

Vote:

Ayes: James J. Richmond, Ann Harsy, Kimberly Duffy and Vicki Lamm

Nays: None

Absent: Brad Duff-Hudkins, Jackie Muscarella and Mary Walter

Motion carried

F. Discussion of changes to Illinois Funds

**Illinois Funds**

Zach stated that the Illinois Funds has stopped accepting payments from third party sources, which includes property tax and replacement tax monies. Ann Harsy, Zach Musil and Karen Miner inquired of several banks in regards to their capability of receiving automated clearing house (ACH) deposits from Cook County and able to insure over \$250,000. A decision was made to use MB Financial, which meets the necessary requirements and also pays an interest rate of 0.2%.

G. Discussion of Automated External Defibrillators (AEDs)

**AED’s**

Zach presented to the board approximate costs of different brands and styles of AEDs plus maintenance costs. Kim stated she inquired of local city, fire, police and park district offices regarding their suggested brands. Zach will check on a possible grant.

4. Old Business

**Old Business**

A. Discussion and consideration of holding a May 2016 Book Sale Event

**Book Sale, May 13 & 14, 2016**

There will be an Acorn Library book sale on Friday and Saturday, May 13 and 14, 2016. The Friends will utilize and organize the "Friends Room." The board will prepare books for sale and put them in closet next to meeting room. Zach was asked by the board to explain to Friends about removing excess books/boxes from the elevator room, computer room and closet in hallway. Funds made from the Acorn Library's book sale will go to the direct benefit of the Library. By May 16, the board and administrator will go through the overflow materials in the elevator room and downstairs computer lab and closet.

Ann Harsy made a motion and Kim Duffy seconded to hold a book sale on Friday and Saturday, May 13 and 14, 2016.

Vote:

Ayes: James J. Richmond, Ann Harsy, Kimberly Duffy and Vicki Lamm

Nays: None

Absent: Brad Duff-Hudkins, Jackie Muscarella and Mary Walter

Motion carried

B. Update on Security Cameras

**Security Cameras**

Zach presented two quotes from Heritage Technology Solutions using different technology. They each would be for four security cameras to be placed at the Circulation desk, Adult Services desk, Youth Services desk and in the lower level entry hallway.

C. Update on IMET Liquidating Trust

**IMET Trust**

No further funds are expected.

5. Correspondence

**Correspondence**

Jim reported receiving an invitation to the 2016 African American Contractors Association Annual Membership and Award reception being held March 9, 2016.

**Open Forum**

6. Open Forum

Zach reported that National Library Week will be April 10-16, 2016. Zach also reported that Reliable Fire needs to upgrade and replace the radio equipment so that it can continue to communicate with the Fire Department in the event of a fire alarm.

7. Executive Session – None

**Executive Session**

8. Adjournment

**Adjournment**

Vicki Lamm made a motion, seconded by Ann Harsy to adjourn the meeting.

Roll Call Vote:

Ayes: James J. Richmond, Ann Harsy, Kimberly Duffy and Vicki Lamm

Nays: None

Absent: Brad Duff-Hudkins, Jackie Muscarella and Mary Walter  
Motion carried.

Meeting adjourned at 9:34 p.m.

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James J. Richmond, Secretary

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