

Minutes of the Meeting of the Board
Of Trustees of the Acorn Public Library
Library Conference Room
June 17, 2015

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; Kimberly Duffy, Vicki Lamm, 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

Added (3F) to agenda: "Goals for Director"

James Richmond made a motion and seconded by Mary Walter to approve the agenda with the addendum.

Roll Call Vote:

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

Nays: None

Absent: Jackie Muscarella

Motion carried

- E. Public comments

2. Consent Agenda

- A. Approval of May 20, 2015, 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

Vicki Lamm made a motion and Jim Richmond seconded to approve the Consent Agenda.

Roll Call Vote:

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

Nays: None

Absent: Jackie Muscarella

Motion carried

3. New Business

- A. Consideration of Special Projects for FY16

New Business

**FY16 Special
Projects**

Zach presented several projects: 1) Updating AV equipment in meeting room for $\leq \\$15,000$. If the old equipment is salvageable, the board would like it to be moved to the board room. 2) Landscaping bids will be acquired. 3) Proceed with installing a new sign.

Vicki Lamm made a motion and Mary Walter seconded to approve the Special Projects for FY16.

Roll Call Vote:

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

Nays: None

Absent: Jackie Muscarella

Motion carried

B. Consideration of FY16 Working Budget

Zach presented need for Teen Librarian; increase Karen Miner's hours; and increase materials budget. The Acorn Library's newsletter will be reduced from three to two times per year.

Jim Richmond made a motion seconded by Vicki Lamm to approve the FY16 Working Budget.

Roll Call Vote:

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

Nays: None

Absent: Jacki Muscarella

Motion carried

C. Consideration of Prevailing Wage Ordinance No. 15-02

Vicki Lamm made a motion seconded by Kim Duffy to adopt the Prevailing Wage Ordinance No. 1502.

Roll Call Vote:

Ayes: Ann Harsy, Kimberly Duffy, Vicki Lamm and Mary Walter

Nays: Brad Duff-Hudkins, James J. Richmond

Absent: Jacki Muscarella

Motion Carried

D. Consideration of Resolution No. 203 for establishing a fee for non-resident cards

Jim Richmond made a motion seconded by Vicki Lamm to set the fee of \$83 for non-resident cards.

Roll Call Vote:

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

Nays: None

Absent: Jacki Muscarella

Motion carried

E. Consideration of Secretary to the Board's contract renewal

Kim Duffy made a motion seconded by Jim Richmond to renew Secretary to the Board's contract through June 30, 2016.

Roll Call Vote:

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

Nays: None

Absent: Jacki Muscarella

Motion carried

F. Discuss goals for Director for FY16.

There will be new goals and strategic priorities added. After reviewing the evaluations, the board will vote at next month's meeting. October 1, 2015, is set for a quarterly review of staff and will be reported by Zach.

FY16 Working Budget

Prevailing Wage Ordinance No. 15-02

Non-Resident Cards Resolution No. 203

Secretary to the Board Contract Renewal

FY16 Director Goals

4. Old Business

A. Report on Memorial Day Ceremony

The board thanked Jackie Muscarella for attending the City Memorial Day ceremony.

B. Update on 2015 Exterior Sign and Electronic Message Center furnishing and installation Project

Zach reported Parvin-Clauss Sign Company has been granted a Permit from the City of Oak Forest.

C. Update on IMET Liquidating Trust

Zach stated there is nothing new to report.

5. Correspondence

A congratulatory letter was received by Brad for being elected to the Acorn Library District as a Trustee from South Suburban College COB, Frank Zuccarelli.

6. Open Forum

It was reported that the Self-Checkout was not working, and Zach will find out about this issue. Zach will also check out the air ventilation in the downstairs study room. Kim asked if there is a Notary available at the Library after 5PM.

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 and Mary Walter

Nays: None

Absent: Jacki Muscarella

Motion carried.

Meeting adjourned at 8:22 p.m.

James J. Richmond, Secretary

Dated: _____, 2015

Old Business
Memorial Day Ceremony

Exterior Sign

IMET Trust

Correspondence

Open Forum

Executive Session

Adjournment