

**MINUTES OF THE MEETING OF THE BOARD  
OF TRUSTEES OF THE ACORN PUBLIC LIBRARY  
Library Conference Room  
January 11, 2012**

1. The meeting was called to order at 7:00 p.m. **Call to Order**
2. Those present were Jim Richmond, President, Kimberly Duffy, Treasurer, Jacqueline Muscarella, Secretary, Martin Durbin, Susan Vigorita, Sheri Halwax and Brad Duff-Hudkins, Trustees. Also present were Eric Werthmann, Director, and Debra Tetlak, Secretary to Board. **Roll Call**
3. Jim Richmond noted that the agenda now includes Public Comments under Item 1. Opening of Meeting. A few remaining construction items were briefly discussed. Jim noted that the audit cost was higher than expected and, per discussions with Karen, this was due to all the construction documents being audited as well. No issues with the documents were found. **Consent Agenda**

Susan Vigorita made a motion, seconded by Shari Halwax, to approve the consent agenda as follows:

- a. Approval of December 14, 2011 Regular Board Meeting Minutes
- b. Treasurer's Report
- c. Approval of Bills
- d. General Fund Income and Disbursement Report
- e. Director's Report
- f. Departmental Reports
- g. Reports on meetings attended by Board and Staff

Roll Call Vote:

Ayes: Jim Richmond, Kimberly Duffy, Jacqueline Muscarella, Susan Vigorita, Martin Durbin, Sheri Halwax and Brad Duff-Hudkins.

Nays: None

Absent: None

"7" ayes, "0" nays, "0" absent – Motion carried.

4. The approval of the Regular Board Meeting Ordinance as specified by 75 ILCS 16/30-50 was discussed. Jim wondered if in the future the ordinance should be addressed in December rather than January so that the dates are approved before the year begins. The process now has the Board approving meeting dates including the meeting date for January at the January meeting. **Ordinance #12-01**

Jackie Muscarella made a motion, seconded by Brad Duff-Hudkins, to enact Ordinance #12-01.

Roll Call Vote:

Ayes: Jim Richmond, Kimberly Duffy, Jacqueline Muscarella, Susan Vigorita, Martin Durbin, Sheri Halwax and Brad Duff-Hudkins.

Nays: None

Absent: None

"7" ayes, "0" nays, "0" absent – Motion carried.

5. Jim Richmond noted that Karen has established a bank account which is being used for library donations. Jim felt that the account should be formally designated as such. The Board will approve any disbursements from the fund as requested by the director. **Bank Account for Donations**

Jackie Muscarella made a motion, seconded by Brad Duff-Hudkins, that the Director will present requests for disbursements from the fund, unless funds have been specifically designated by donor.

Roll Call Vote:

Ayes: Jim Richmond, Kimberly Duffy, Jacqueline Muscarella, Susan Vigorita, Martin Durbin, Sheri Halwax and Brad Duff-Hudkins.

Nays: None

Absent: None

“7” ayes, “0” nays, “0” absent – Motion carried.

- 6. Eric presented suggestions for revisions to several library policies: the Public Comment, Patron Behavior, Computer Use and Personnel policies. The proposed revisions were reviewed and discussed by the Board. The new Patron Behavior policy is in line with what other area libraries do. The goal is to provide guidelines that will provide a safe and comfortable environment for all patrons. Jim noted that the Public Comment policy should be included on the library’s website, as well as the Patron Behavior Policy.

**Library Policy Manual Update**

Susan Vigorita made a motion, seconded by Brad Duff-Hudkins to approve the changes as discussed.

Roll Call Vote:

Ayes: Jim Richmond, Kimberly Duffy, Susan Vigorita, Sheri Halwax and Brad Duff-Hudkins.

Nays: None

Abstention: Martin Durbin, Jackie Muscarella

“5” ayes, “0” nays, “2” abstention – Motion carried.

- 7. Eric felt that the existing exempt employees do not meet the requirements as set forth in the Illinois Department of Labor regulations. Eric proposes that the status be changed back to non-exempt in order to be in compliance with the regulations. This would basically result in a change of status, but not a change in job duties/descriptions. The Director’s position will be the only exempt position once the others are changed to non-exempt.

**Exempt /Non-exempt Status**

Shari Halwax made a motion, seconded by Jackie Muscarella, to change the existing exempt employees (managers and reference librarian – a total of 5 or 6 employees) back to non-exempt status.

Roll Call Vote:

Ayes: Jim Richmond, Kimberly Duffy, Jacqueline Muscarella, Susan Vigorita, Martin Durbin, Sheri Halwax and Brad Duff-Hudkins.

Nays: None

Absent: None

“7” ayes, “0” nays, “0” absent – Motion carried.

- 8. Change Order #1 for Technology Design is a credit of \$2,300 which is the result of less data drops than previously allowed for, as well as a contingency amount built into the contract which was not used and is now being refunded.

**Change Order #1 for Technology Design**

Susan Vigorita made a motion, seconded by Sheri Halwax, to approve Change Order #1 for Technology Design.

Roll Call Vote:

Ayes: Jim Richmond, Kimberly Duffy, Jacqueline Muscarella, Susan Vigorita, Martin Durbin, Sheri Halwax and Brad Duff-Hudkins.

Nays: None

Absent: None

“7” ayes, “0” nays, “0” absent – Motion carried.

9. The insurance company will not cover the cost of the sealant which results in the library paying \$30,000. Obviously the Board was hoping for a different outcome. Eric noted that there are funds left in the construction fund and wondered if it would be acceptable to pay this out of that fund. Jim considered the sealant to simply be a hidden cost associated with the project and allowed that the bill could be paid out of this fund. There were no objections from the Board. **Carpeting Claim**

10. Jim inquired about the status of the Amendment to Open Meeting Act Requiring the posting of IMRF Employee Compensation. Eric stated that the notice is on the website on the bottom of the library Information page. It now states that the library does not have any employees that have a total compensation package of over \$75,000. If and when this changes it will be updated. **IMRF**

11. Eric met with Dan Chambers, an art teacher from Oak Forest High School. There are two or three students that are very interested in the project. Inasmuch as they are interested, rather than having a contest as previously discussed, Eric thought it would be better to have the students just do the project. The Board would see any design before it would be started. Eric noted that the Mr. Chambers estimated the project could be done for less than \$1,000, and he is willing to donate some supplies. There was some discussion about where the mural would be painted. Further details still need to be worked out with regard to when the work can be done. **Art Project**

12. The Attorney General's office is requiring all elected /appointed officials to take the Open Meetings Act electronic training. This can be done online and takes about an hour. Once the training has been completed there is a certificate that should be printed out and given to Eric as proof of completion. Training needs to be completed by January 2013. **Open Forum**

The Board discussed personal e-mail on your private computer possibly being subjected to the Freedom of Information Act (as referenced in the Attorney General's Public Access Opinion No. 11-006).

Susan Vigorita inquired about the status of her father's signature for the donation tree. It has been decided that the signature would be on a silver leaf, which carries the highest donation designation.

13. Kimberly Duffy made a motion, seconded by Brad Duff-Hudkins, to adjourn the meeting. **Adjournment**

Roll Call Vote:

Ayes: Jim Richmond, Kimberly Duffy, Jacqueline Muscarella, Susan Vigorita, Martin Durbin, Sheri Halwax and Brad Duff-Hudkins.

Nays: None

Absent: None

"7" ayes, "0" nays, "0" absent – Motion carried.

Meeting adjourned at 8:15 p.m.

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Jacqueline Muscarella, Secretary

Dated: \_\_\_\_\_, 2012