

**MINUTES OF THE MEETING OF THE BOARD
OF TRUSTEES OF THE ACORN PUBLIC LIBRARY
Library Conference Room
February 8, 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 and Sheri Halwax, trustees. Absent Brad Duff-Hudkins. Also present were Eric Werthmann, Director, and Debra Tetlak, Secretary to Board. **Roll Call**
3. Susan Vigorita made a motion, seconded by Martin Durbin to approve the consent agenda as follows. **Consent Agenda**
 - a. Approval of January 11, 2012 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 and Sheri Halwax.

Nays: None

Absent: Brad Duff-Hudkins.

“6” ayes, “0” nays, “1” absent – Motion carried

4. The policy changes that were proposed at last month's meeting were briefly discussed (Public Comment, Patron Behavior, Computer Use and Personnel Policy). There being no further issues with the policies, a call for a motion to adopt Resolution #179 was made. **Resolution #179 – Policy Changes**

Sheri Halwax made a motion, seconded by Jackie Muscarella, to formally adopt Resolution #179 Policy Changes.

Roll Call Vote:

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

Nays: None

Absent: Brad Duff-Hudkins.

“6” ayes, “0” nays, “1” absent – Motion carried

5. The meeting room policy and agreement have been updated. This policy outlines fees, rules and guidelines for outside groups who wish to use the library to conduct their meetings. After review it was suggested to include information with regard to special requests, i.e. laptop/projector, etc. to the policy. Eric will add this information. **Meeting Room Policy**

Susan Vigorita made a motion, seconded by Sheri Halwax to approve the new meeting room policy with revisions as noted.

Roll Call Vote:

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

Nays:

Absent: Brad Duff-Hudkins.

“6” ayes, “0” nays, “1” absent – Motion carried.

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| 6. The library has received the renovation plaque. The Board discussed where it should be displayed. It was ultimately decided to place it on the wall outside of the Friends’ Book Sale room on the upper level. | Renovation Plaque |
| 7. The Board discussed how to recognize staff anniversaries this year. It was decided that Eric will recognize those staff at the next staff meeting. He will present them with a gift card in recognition of their years of service. Eric will talk to Karen about preparing certificates to present as well. | Staff Anniversaries |
| 8. The Board discussed becoming a member of the Fund for Illinois Libraries, which would allow the library the opportunity to use the Fund’s 501(c)(3) status in order to take advantage of possible corporate/larger donations. An alternative to this would be for the library to establish 501(c)(3) status on its own. However, the downside to doing that is that there are many issues to gaining 501(c)(3) status, with a lot of paperwork and legal fees. It was noted that administration of the Fund has moved from ILSDO to ILA, and the library will need to become a member again. Eric will take care of this. | Fund for Libraries Agreement |
| 9. There is no update on the library art project. Eric will be seeing the art teacher and the design in the near future. | Library Art Update |
| 10. Donations have been received from Beggars Pizza and Simon Plumbing. Food 4 Less was solicited but is unable to participate at this time. | Library Donations Update |
| 11. Jim Richmond commented on the budget timetable and whether or not the Abatement (which was done in December) should remain as such. Kim suggested leaving things as they are for now as they can always change it later if need be. | Open Forum |

Eric wanted the Board’s opinion on the possibility of changing the format/style of patron library cards. He would like to see the address and name be removed and use a bar code and signature instead. The Board thought it was a good idea but wanted more info on costs, etc. Eric will research this more and provide more information to the Board.

Eric also mentioned that he would appreciate it if the Board members encouraged friends and family to become members of the Friends of the Library. There is a nominal fee of \$5.00 to join.

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| 12. Sheri Halwax made a motion, seconded by Susan Vigorita to adjourn the meeting. | Adjournment |
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Roll Call Vote:

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

Nays: None

Absent: Brad Duff-Hudkins

“6” ayes, “0” nays, “1” absent – Motion carried. The meeting adjourned at 8:07 p.m.

Jacqueline Muscarella, Secretary

Dated: _____, 2012