

**MINUTES OF THE MEETING OF THE BOARD  
OF TRUSTEES OF THE ACORN PUBLIC LIBRARY  
Library Conference Room**

**April 11, 2012**

1. The meeting was called to order at 7:00 p.m.
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.
3. Eric briefly discussed his request for additional hours or personnel for reference and IT support. Eric also mentioned Megan's plans to promote the library by setting up an info booth at Yankee Woods.

**Call to Order**

**Roll Call**

**Consent Agenda**

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

- a. Approval of March 14, 2012 Regular Board Meeting Minutes
- b. Approval of March 21, 2012 Special Board Meeting Minutes
- c. Treasurer's Report
- d. Approval of Bills
- e. General Fund Income and Disbursement Report
- f. Director's Report
- g. Departmental Reports
- h. 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 working budget was briefly discussed. It was noted there is a slight increase, 1.9% in this budget. The Board was asked to review it and make any comments/suggestions. The budget will be approved in June. Eric did mention the newsletter and perhaps going back to a paper copy. The Board is unsure of the effectiveness of the paper newsletter and whether or not it results in increased participation.
5. Eric provided a copy of the new evaluation form to the Board so that they could see the format. Merit based raises were discussed.
6. Eric presented a user agreement for the equipment recently acquired for small business users. This equipment belongs to the State of Illinois and not the library. Small business owners may use the equipment. The Board had no objections to the user agreement.

**Working Budget**

**Evaluation Form**

**User Agreement  
Grant Equipment**

Susan Vigorita made a motion, seconded by Sheri Halwax to approve the User Agreement as presented.

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

7. Changes to the circulation/lending policy were discussed. Of note, the policy should be condensed and DVD fees should be removed, with the exception of new releases. Eric also proposed increasing fines for returning items late. Inasmuch as art work is no longer available for lending, this should also be removed from the policy.

**Circulation/Lending Policy**

Martin Durbin made a motion, seconded by Susan Vigorita to eliminate the fees for older DVDs and raise the fines for items returned late.

Roll Call Vote:

Ayes: Jim Richmond, Susan Vigorita, Martin Durbin and Sheri Halwax.

Nays: Jackie Muscarella, Kimberly Duffy

Absent: Brad Duff-Hudkins

“4” ayes, “2” nays, “1” absent – Motion carried

Eric will revise the policy and present it next month.

8. The board recently changed certain policies regarding closed beverages and the number of patrons allowed at public computer work stations. Eric proposed incorporated these change into other policies related to these issues, thus providing consistent language through all policies.
9. Resolution 181 adopts the changes to the *Computers, Computer Network, Internet and Laptop Use Policy* and *General Regulations* as noted above.

**Computers/Network/  
Internet/Laptop/  
General Regulations**

**Resolution 181**

Sheri Halwax made a motion, seconded by Jackie Muscarella to adopt the two policy changes as noted.

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

10. The wall has been painted and the art work has been penciled in. Painting will be starting tomorrow. Eric will try to contact the donor to let them know of the progress. The Board is anxious to see the finished product.
11. There is not much new to report. Rick has been in the library and some work has been done on the retaining wall. Eric is still waiting for change orders and for information regarding the pull stations. Eric and Karen have been persistent in attempting to contact Rick with little success. It is hoped that things will be completed by the end of the fiscal year.
13. Kimberly Duffy updated the Board on donation activity. The leaf for Susan Vigorita’s father was discussed. It now seems that perhaps the signature can be added to the trunk of the tree. Eric is to meet with the vendor to get further details. Susan would very much like to see this finalized before she leaves in June.

**Mural**

**Construction Update**

**Donation Fund**

14. The Board received a very nice thank you for the coffeemaker and flowers from the Board for Library week.
15. Jim noted that everyone on the Board should have received an e-mail regarding the Cook County Statement of Economic Interest. He noted that this is due by May 1<sup>st</sup>. Once it is completed, please print out the form for Karen to keep them on file. Martin asked if the Board could receive a reminder to make sure it is done on time.

Jackie inquired about the staff wearing name tags and if there is any policy regarding that. Eric had actually reversed the policy because some staff did not like them. Eric is not opposed to them if the Board feels they are needed. A dress code for staff was also discussed. Eric noted that the policy states "business casual". He recently had notified the staff as to what business casual included, so as to present a uniform standard.

16. Susan Vigorita made a motion, seconded by Kimberly Duffy to adjourn the meeting.

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.

Meeting adjourned at 8:34 p.m.

**Correspondence**

**Open Forum**

**Adjournment**

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Jacqueline Muscarella, Secretary

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