

**MINUTES OF THE MEETING OF THE BOARD  
OF TRUSTEES OF THE ACORN PUBLIC LIBRARY  
Library Conference Room  
May 9, 2012**

1. The meeting was called to order at 7:00 p.m.	<b>Call to Order</b>
2. Those present were Jim Richmond, President, Jacqueline Muscarella, Secretary, Martin Durbin, Susan Vigorita, Sheri Halwax and Brad Duff-Hudkins, Trustees. Absent was Kimberly Duffy, Treasurer. Also present were Eric Werthmann, Director, and Debra Tetlak, Secretary to the Board.	<b>Roll Call</b>
<p>3. Susan Vigorita notified the Board that this would be her last meeting, and she is resigning her position after this meeting. She will send a formal notice to Jim. Jim thanked Sue for her time on the Board and all of her efforts. She will be missed.</p> <p>Sheri Halwax made a motion, seconded by Brad Duff-Hudkins to approve the consent agenda as follows:</p> <ul style="list-style-type: none"> <li>a. Approval of April 11, 2012 Regular Board Meeting Minutes</li> <li>b. Treasurer’s Report</li> <li>c. Approval of Bills</li> <li>d. General Fund Income and Disbursement Report</li> <li>e. Director’s Report</li> <li>f. Departmental Reports</li> <li>g. Reports on meetings attended by Board and Staff</li> </ul> <p>Roll Call Vote: Ayes: Jim Richmond, Jacqueline Muscarella, Susan Vigorita, Martin Durbin, Sheri Halwax and Brad Duff-Hudkins. Nays: None Absent: Kimberly Duffy</p> <p>“6” ayes, “0” nays, “1” absent – Motion carried.</p>	<b>Consent Agenda</b>
4. The library has once again been invited to participate in the annual Memorial Day Ceremony at City Hall. Eric will respond to the city and let them know that the library will attend. Jim will attend the ceremony and present a wreath on behalf of the library. Jackie Muscarella will also attend.	<b>Memorial Day Ceremony</b>
<p>5. Resolution #182 adopts the changes to the Circulation Manual with regard to the fees and fines as previously discussed and approved.</p> <p>Susan Vigorita made a motion, seconded by Martin Durbin to approve Resolution #182.</p> <p>Roll Call Vote: Ayes: Jim Richmond, Jacqueline Muscarella, Susan Vigorita, Martin Durbin and Sheri Halwax. Nays: None Abstention: Brad Duff-Hudkins Absent: Kimberly Duffy</p> <p>“5” ayes, “0” nays, “1” absent, “1” abstention” – Motion carried.</p>	<b>Resolution #182</b>

<p>6. Old and new salary ranges for current positions were posted by Jim for review. These salary ranges were briefly discussed. Eric noted that some of the ranges were adjusted, but not all.</p> <p>Susan Vigorita made a motion, seconded by Brad Duff-Hudkins to approve the salary schedule.</p> <p>Roll Call Vote:  Ayes: Jim Richmond, Susan Vigorita, Sheri Halwax and Brad Duff-Hudkins.  Nays: Jackie Muscarella  Abstention: Martin Durbin  Absent: Kimberly Duffy</p> <p>“4” ayes, “1” nays, “1” absent, “1” abstention” – Motion carried.</p>	<p><b>Salary Ranges</b></p>
<p>7. Eric explained the need for the Adult Services Assistant. He feels the position would be needed 10 to 15 hours a week. Megan and Dave would decide the time frame for the position, but Eric thought perhaps in the afternoon and early evening. He assured the Board the time would be used efficiently. Funds are available in the budget to cover this position.</p> <p>Martin Durbin made a motion, seconded by Brad Duff-Hudkins to approve the Adult Services Assistant position as discussed.</p> <p>Roll Call Vote:  Ayes: Jim Richmond, Jacqueline Muscarella, Susan Vigorita, Martin Durbin, Sheri Halwax and Brad Duff-Hudkins.  Nays: None  Absent: Kimberly Duffy</p> <p>“6” ayes, “0” nays, “1” absent – Motion carried.</p>	<p><b>Adult Services Assistant</b></p>
<p>8. Eric has reviewed the circulation policy and there are some minor changes to policy language and title that he feels should be made to update the policy. He briefly explained some of the changes i.e., non-resident library cards and how the fee is assessed; how fines are calculated; identification being required to pick up books; and vacation loans only for Acorn card holders. Many of the changes have actually been in place in the library already; they just had not been reflected in the policies.</p> <p>Brad Duff-Hudkins made a motion, seconded by Sheri Halwax to approve the Circulation Policy revisions as noted.</p> <p>Roll Call Vote:  Ayes: Jim Richmond, Jacqueline Muscarella, Susan Vigorita, Martin Durbin, Sheri Halwax and Brad Duff-Hudkins.  Nays: None  Absent: Kimberly Duffy</p> <p>“6” ayes, “0” nays, “1” absent – Motion carried.</p>	<p><b>Circulation Policy Revisions</b></p>
<p>9. Eric proposed some very minor changes to the General Regulation Policy relating to the recent construction project. For instance, various things, including the book drop, were moved during the project and these changes will now be reflected in the policy.</p> <p>Susan Vigorita made a motion, seconded by Jackie Muscarella, to approve the General Regulation Policy changes.</p> <p>Roll Call Vote:  Ayes: Jim Richmond, Jacqueline Muscarella, Susan Vigorita, Martin Durbin, Sheri Halwax and Brad Duff-Hudkins.</p>	<p><b>General Regulation Policy</b></p>

<p>Nays: None Absent: Kimberly Duffy</p> <p>“6” ayes, “0” nays, “1” absent – Motion carried.</p> <p>Jim noted that these policy changes will be adopted by Resolution #183 at the next meeting.</p>	
<p>10. Change Order #22 covers various credits and debits. Jim contacted Rick and Pat Callahan to facilitate wrapping up the construction issues. A \$7,156 credit has now been received because there were several items that were not necessary to be done and the credit is the result.</p> <p>Brad Duff-Hudkins made a motion, seconded by Susan Vigorita, to approve Change Order #22.</p> <p>Roll Call Vote: Ayes: Jim Richmond, Jacqueline Muscarella, Susan Vigorita, Martin Durbin, Sheri Halwax and Brad Duff-Hudkins. Nays: None Absent: Kimberly Duffy</p> <p>“6” ayes, “0” nays, “1” absent – Motion carried.</p>	<p><b>Change Order #22</b></p>
<p>11. Change Order #23 covers the work necessary because of the cut electrical line in the parking lot. This reflects a 50/50 split. The Board is not in agreement with the 50/50 split.</p> <p>Sheri Halwax made a motion, seconded by Susan Vigorita, to approve Change Order #23.</p> <p>Roll Call Vote: Ayes: Jackie Muscarella, Susan Vigorita and Sheri Halwax. Nays: Jim Richmond and Brad Duff-Hudkins Absent: Kimberly Duffy Abstention: Martin Durbin</p> <p>“3” ayes, “2” nays, “1” absent, “1” abstention – Motion failed.</p> <p>Eric will inform Rick that the Board did not approve Change Order #23 as presented.</p>	<p><b>Change Order #23</b></p>
<p>12. Jim discussed the FY2013 working budget and salary schedule. There are a few minor changes, but the overall numbers have stayed the same. The audit fee and proposed salary increase were briefly discussed. This will be formally approved next month.</p>	<p><b>FY13 Working Budget/Salaries</b></p>
<p>13. Susan Vigorita noted that she had completed the ethics statement and wondered if everyone else has completed it yet.</p> <p>Brad Duff-Hudkins asked about a \$1,000 online fee to World Book Online. He wanted to know if this was an annual fee and whether or not people are still using it. Eric noted it is an annual fee and it is used. It is an e-encyclopedia which students can use for citation in papers. Eric keeps an eye on what is used to make sure the library is not paying for services not used.</p> <p>Jackie asked about the lighting for the name and flag. Eric noted that a light had been installed for the flag but wondered if it needed to be adjusted so that the light was shining in the right direction. He will check on that.</p> <p>Jim Richmond briefly discussed the Open Meeting Act online training. This needs to be completed at least once and as long as you stay in the position you are covered and do not need to do it annually. Any new trustees will have to do the training.</p>	<p><b>Open Forum</b></p>

<p>Jim informed the Board that Debra Tetlak, Secretary to the Board, has notified him that she will not be renewing her contract after June 30th. The Board will post a vacancy notice for the Secretary to the Board position in the near future on the website and in the library. The Trustee position will also be posted at the same time.</p>	
<p>14. Brad Duff-Hudkins made a motion, seconded by Susan Vigorita, to adjourn the meeting.</p> <p>Roll Call Vote:  Ayes: Jim Richmond, Jacqueline Muscarella, Susan Vigorita, Martin Durbin, Sheri Halwax and Brad Duff-Hudkins.  Nays: None  Absent: Kimberly Duffy</p> <p>“6” ayes, “0” nays, “1” absent – Motion carried.</p> <p>Meeting adjourned at 8:32 p.m.</p>	<p><b>Adjournment</b></p>

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Jacqueline Muscarella, Secretary

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