

**MINUTES OF THE MEETING OF THE BOARD  
OF TRUSTEES OF THE ACORN PUBLIC LIBRARY  
Library Conference Room  
August 8, 2012**

1. The meeting was called to order at 7:05 p.m.

**Call to Order**

2. Kim Duffy made a motion, seconded by Brad Duff-Hudkins to nominate Sheri Halwax as Acting Secretary.

**Acting Secretary**

Roll Call Vote:

Ayes: Jim Richmond, Kimberly Duffy, Brad Duff-Hudkins, Martin Durbin and Sheri Halwax

Nays: None

Absent: Jacqueline Muscarella and Paula Korzonek

Motion carried

3. Those present were Jim Richmond, President; Kimberly Duffy, Treasurer; Brad Duff-Hudkins, Martin Durbin and Sheri Halwax, Trustees. Absent was Jacqueline Muscarella, Secretary and Paula Korzonek, Trustee. Also present were Eric Werthmann, Director and Nancy Agler, Secretary to the Board.

**Roll Call**

Jim asked that the agenda be updated to include item 3(c), sidewalk easement agreement. This item will be for discussion only since it wasn't posted within the required time to be formally voted upon.

4. The board discussed construction completion issues. A bill for \$416.58 made payable to Carefree was questioned; it was determined that it was for fixing the sprinkler system.

**Consent Agenda**

Sheri Halwax made a motion, seconded by Brad Duff-Hudkins to approve the Consent Agenda.

- A. Approval of July 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, Brad Duff-Hudkins, Martin Durbin and Sheri Halwax

Nays: None

Absent: Jacqueline Muscarella and Paula Korzonek

Motion carried

5. New Business

**New Business**

A. Jim opened discussion of FY2013 Per Capita Grant requirements for the board. There is an analysis of supplemental taxes for the library – Do they impact library services and if so, how? Review and further discussion of these supplemental taxes will take place at the board's September 12<sup>th</sup> meeting.

**Per Capita Grant Requirements**

B. There was a discussion on the Circulation Policy and a proposal to create a "Hot Copy" section for the most popular books of the moment. Eric explained that "Hot Copy" will have no renewals and no "holds." They will have less time out (one week). The board requested Eric to research other libraries' circulation policies and amount charged for late returns. Brad Duff-Hudkins made a motion, seconded by Sherri Halwax to table the Circulation Policy discussion till

**Circulation Policy**

the end of the meeting.

Roll Call Vote:

Ayes: Jim Richmond, Kimberly Duffy, Brad Duff-Hudkins, Martin Durbin and Sheri Halwax

Nays: None

Absent: Jacqueline Muscarella and Paula Korzonek

Motion Carried

- C. Jim opened the discussion about the proposed sidewalk to be built in front of Acorn Library (along Central Avenue) by the City of Oak Forest. City Administrator Troy Ishler submitted a proposal and needs an easement agreement. The board had inquired what the cost would be to add a sidewalk along the Independence Avenue side of the library. The board also inquired who would be responsible for shoveling snow. Jim stated there will be a special meeting of the Board of Trustees to discuss and finalize the sidewalk issue, and consider the sidewalk easement agreement. Jim will try to get answers to the questions presented and let everyone know the date for the special meeting.

**Sidewalk Easement Agreement**

6. Old Business

**Old Business**

- A. Sheri and Martin did an audit of the Secretary’s records. They found two months missing; and a couple minutes not signed yet. Eric will locate and file the missing copies in the designated binder.

**Audit of Secretary’s Records**

- B. CDs held by Carlinville National Bank were discussed. After a discussion, the board decided to not make any changes with the funds at this time. The two accounts can be left separate and renewed at the best possible rate available at that time.

**CDs**

- C. There was no additional input by the board after discussing the Budget and Appropriation Ordinance and Working Budget.

**B&A Ordinance**

- D. Brad Duff-Hudkins made a motion, seconded by Kim Duffy to reopen the Circulation Policy discussion. Kim Duffy made a motion, seconded by Sheri Halwax to approve the changes to the Circulation Policy and raise the late charge for “Hot Copy” books to \$2.

**Circulation Policy continued**

Roll Call Vote:

Ayes: Jim Richmond, Kimberly Duffy, Brad Duff-Hudkins, Martin Durbin and Sheri Halwax

Nays: None

Absent: Jacqueline Muscarella and Paula Korzonek

Motion carried

7. None

**Correspondence**

8. None

**Open Forum**

- 9. It was questioned as to how long the Executive Session minutes are held closed. Jim stated it is usually for 18 months as that is the minimum timeframe in which the electronic recording needs to be maintained. It has been most efficient to vote on and publicly release the closed session minutes when a subsequent vote to destroy the electronic recording can be made.

**Executive Session**

- 10. Brad Duff-Hudkins made a motion, seconded by Kim Duffy to adjourn the meeting.

**Adjournment**

Roll Call Vote:

Ayes: Jim Richmond, Kimberly Duffy, Brad Duff-Hudkins, Martin Durbin and Sheri Halwax

Nays: None

Absent: Jacqueline Muscarella and Paula Korzonek

Motion carried.

Meeting adjourned at 7:51 p.m.

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Sheri Halwax, Acting Secretary

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