

**MINUTES OF THE MEETING OF THE BOARD  
OF TRUSTEES OF THE ACORN PUBLIC LIBRARY  
Library Conference Room  
September 12, 2012**

1. The meeting was called to order at 7:15 p.m.
2. Those present were Jim Richmond, President; Kimberly Duffy, Treasurer; Jacqueline Muscarella, Secretary; Brad Duff-Hudkins, Martin Durbin, and Paula Korzonek, Trustees. Absent was Sheri Halwax, Trustee. Also present were Eric Werthmann, Director and Nancy Agler, Secretary to the Board.
  - A. Approval of August 8, 2012, Regular Board Meeting Minutes
  - B. Approval of the August 14, 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
3. The board discussed with Eric the departmental reports regarding computer/technology expenses for the library staff. Is the I.T. manager involved in purchasing? Does Eric approve all purchases? Is there a uniform plan in place for use and accountability of equipment? Are all serial numbers on record?

Kimberly Duffy questioned a bill for laminator expense. Eric Werthmann explained that the laminator broke and the expense was for its repair.

Brad Duff-Hudkins made a motion and Jacqueline Muscarella seconded to approve the Consent Agenda.

Roll Call Vote:

Ayes: Jim Richmond, Kimberly Duffy, Jacqueline Muscarella, Brad Duff-Hudkins, Martin Durbin and Paula Korzonek

Nays: None

Absent: Sheri Halwax

Motion carried.

4. New Business

- A. After some discussion, Jim asked for a vote to enact the Budget and Appropriation Ordinance No. 12-05 as presented by Eric.

Jacqueline Muscarella made a motion and Brad Duff-Hudkins seconded to approve the enactment of the Budget and Appropriation Ordinance No. 12-05 as presented.

Roll Call Vote:

Ayes: Jim Richmond, Kimberly Duffy, Jacqueline Muscarella, Brad Duff-Hudkins, Martin Durbin and Paula Korzonek

Nays: None

Absent: Sheri Halwax

Motion Carried.

- B. The board authorized the posting and publication of the Budget and Appropriation Ordinance.

**Call to Order**

**Roll Call**

**Consent Agenda**

**New Business**

**Budget and  
Appropriation  
Ordinance No. 12-05**

Kim Duffy made a motion and Brad Duff-Hudkins seconded to authorize the posting and publication of the Budget and Appropriation Ordinance.

Roll Call Vote:

Ayes: Jim Richmond, Kimberly Duffy, Jacqueline Muscarella, Brad Duff-Hudkins, Martin Durbin and Paula Korzonek

Nays: None

Absent: Sheri Halwax

Motion carried.

- C. Jim Richmond asked for a vote to enact the Certificate of Estimated Revenues.

Kim Duffy made a motion and Brad Duff-Hudkins seconded to enact the Certificate of Estimated Revenues.

Roll Call Vote:

Ayes: Jim Richmond, Kimberly Duffy, Jacqueline Muscarella, Brad Duff-Hudkins, Martin Durbin and Paula Korzonek

Nays: None

Absent: Sheri Halwax

Motion carried.

- D. Jim Richmond requested a vote to approve Resolution #186 – changes to the Circulation Policy.

Brad Duff-Hudkins made a motion and seconded by Martin Durbin to approve Resolution #186 – changes to the Circulation Policy.

Roll Call Vote:

Ayes: Jim Richmond, Kimberly Duffy, Jacqueline Muscarella, Brad Duff-Hudkins, Martin Durbin and Paula Korzonek

Nays: None

Absent: Sheri Halwax

Motion carried.

- E. The board discussed the Community Awareness Fair scheduled for October 13, 2012, from 10AM – 2PM. The board would like a television to be used for a presentation by the Acorn Library.

- F. The board discussed the semi-annual review of the Executive Session Minutes; specifically the period from June 9, 2010 to December 8, 2010. It was decided to keep Executive Minutes closed for that period. Digital recordings are kept for a minimum of 18 months. The next review will take place in March 2013.

- G. Jim Richmond reminded the board that there are three 2013 Trustee positions up for election: Martin Durbin, Paula Korzonek and Jim Richmond. They are six year, full term positions.

- H. The board discussed the Audit and Fraud Inquiry form. There is a draft audit and recommendation letter online from Hearne & Associates, P.C. They offered to have an auditor come to a board meeting if requested to do so.

- I. The board briefly discussed the Patron Behavior Policy.

- J. The board discussed Resolution #187: changes to the Patron Behavior Policy and having an attorney review for legal wording. There will be further discussion at the October 10, 2012, meeting.

**Certificate of  
Estimated Revenues**

**Resolution #186  
Circulation Policy**

**Community  
Awareness Fair**

**Executive Session  
Minutes Review**

**Trustee positions-  
Upcoming Election**

**Audit and Fraud  
Inquiry**

**Patron Behavior  
Policy**

- K. Jim Richmond asked Eric Werthmann to inform the board of a staff in-service date. Eric informed the board there will be a staff meeting on October 12, 2012, at which he will ask for input for the strategic plan. The library will be closed on this date.

**In-Service Date**

Paula Korzonek made a motion, seconded by Brad Duff-Hudkins to approve closing the library for the in-service date on October 12, 2012.

Roll Call Vote:

Ayes: Jim Richmond, Kimberly Duffy, Jacqueline Muscarella, Brad Duff-Hudkins, Martin Durbin and Paula Korzonek

Nays: None

Absent: Sheri Halwax

Motion carried.

5. Old Business

**Old Business**

- A. The board discussed the sidewalk issue along Central Avenue and Independence Street. Is the board prepared to pay \$9,500 for the sidewalk? Kimberly Duffy asked if Building Fund dollars could be used. Jacqueline Muscarella asked if the sidewalk along Central will be connected to the library walkway. Also discussed the need for repairing sidewalk around tree on library lawn. Martin Durbin made a motion, seconded by Kim Duffy to have sidewalk put in along Independence Street.

**Sidewalks on Central and Independence**

Roll Call Vote:

Ayes: Jim Richmond, Kimberly Duffy, Brad Duff-Hudkins, Martin Durbin and Paula Korzonek

Nays: Jacqueline Muscarella

Absent: Sheri Halwax

Motion carried.

Jacqueline Muscarella made a motion, seconded by Kimberly Duffy to connect the Central Avenue sidewalk to the library walkway and repair the sidewalk around tree.

Roll Call Vote:

Ayes: Jim Richmond, Kimberly Duffy, Brad Duff-Hudkins and Jacqueline Muscarella

Nays: Martin Durbin and Paula Korzonek

Absent: Sheri Halwax

Motion carried.

- B. The board reviewed and discussed FY2013 Per Capita Grant requirements. Jim stated that the library already takes advantage of the relevant supplemental taxes. This grant application is due October 15, 2012.

6. Correspondence - None

**Correspondence**

7. Open Forum

**Open Forum**

Kimberly discussed an issue where a Boy Scout leader wanted to use the library and was told "No" by a staff person, then when person went to Eric, was told "Yes." Unwritten policies were discussed and Eric stated that there are no unwritten policies any longer. The library is to follow the written policies for future requests to use the library facilities for organization meetings.

8. Executive Session – None

**Executive Session**

9. Adjournment

**Adjournment**

Jacqueline Muscarella made a motion, seconded by Brad Duff-Hudkins to adjourn the meeting.

Roll Call Vote:

Ayes: Jim Richmond, Kimberly Duffy, Jacqueline Muscarella, Brad Duff-Hudkins, Martin Durbin and Paula Korzonek

Nays: None

Absent: Sheri Halwax

Motion carried.

Meeting adjourned at 9:05 p.m.

\_\_\_\_\_  
Jacqueline Muscarella, Secretary

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