

Minutes of the Meeting of the Board
Of Trustees of the Acorn Public Library
Library Conference Room
March 12, 2014

1. The meeting was called to order at 7:03 p.m.

- A. Those present were Brad Duff-Hudkins, President; James J. Richmond, Secretary; Paula Korzonek, Vicki Lamm and Jackie Muscarella, Trustees. Also present were Eric Werthmann, Director and Nancy Agler, Secretary to the Board.

2. Consent Agenda

- A. Approval of February 12, 2014, Regular Board meeting minutes
- B. Approval of March 5, 2014, Special Board meeting minutes
- C. Treasurer's report
- D. Approval of bills
- E. General Fund Income and Disbursement report
- F. Director's report

Jim Richmond asked about the Per Capita Grant mentioned in Eric's report. Eric stated it is due in October.

- G. Departmental reports
- H. Reports on meetings attended by board and staff

Jackie Muscarella made a motion and Vicki Lamm seconded to approve the Consent Agenda.

Roll Call Vote:

Ayes: Brad Duff-Hudkins, Jim Richmond, Paula Korzonek, Vicki Lamm and Jackie Muscarella

Nays: None

Absent: Sheri Halwax and Kimberly Duffy

Motion carried

3. New Business

- A. Consideration of changes to the Policy Manual Section, *Personnel*.

A lengthy discussion was held regarding several changes. Paula Korzonek made a motion and Vicki Lamm seconded to accept the wording of Section 5.8 (1) (a), Time Off, as written by Eric for new employees receiving vacation time.

Roll Call Vote:

Ayes: Brad Duff-Hudkins, Jim Richmond, Paula Korzonek and Vicki Lamm

Nays: Jackie Muscarella

Absent: Sheri Halwax and Kimberly Duffy

Motion carried

Jackie Muscarella made a motion and Paula Korzonek seconded that under Section 5.8 (1) (b), the Professional Librarian start with two weeks' vacation in first year and grant an additional week after one year employment.

Call to Order

Roll Call

Consent Agenda

New Business

Policy Manual

Roll Call Vote:

Ayes: Brad Duff-Hudkins, Paula Korzonek, Vicki Lamm and Jackie Muscarella

Nays: Jim Richmond

Absent: Sheri Halwax and Kimberly Duffy

Motion carried

Vicki made a motion and Jackie Muscarella seconded to approve changes to Policy Manual section *Personnel*.

Roll Call Vote:

Ayes: Brad Duff-Hudkins, Jim Richmond, Paula Korzonek, Vicki Lamm and Jackie Muscarella

Nays: None

Absent: Sheri Halwax and Kimberly Duffy

Motion carried

- B. Consideration of Resolution No. 197, adopting changes to the Policy Manual section, *Personnel*.

Resolution No. 197

Jim Richmond made a motion and Paula Korzonek seconded to approve Resolution No. 197, changes to the Policy Manual, *Personnel* section.

Roll Call Vote:

Ayes: Brad Duff-Hudkins, Jim Richmond, Paula Korzonek, Vicki Lamm and Jackie Muscarella

Nays: None

Absent: Sheri Halwax and Kimberly Duffy

Motion carried

4. Old Business

- A. Consideration of revised pay grade structure.

**Old Business
Pay Grade Structure**

Paula Korzonek made a motion and Jim Richmond seconded to take off the table the revised pay grade structure. All Trustees voted Aye.

Jackie Muscarella made a motion and Vicki Lamm seconded to adopt the revised pay grade structure.

Roll Call Vote:

Ayes: Brad Duff-Hudkins, Paula Korzonek, Vicki Lamm and Jackie Muscarella

Nays: Jim Richmond

Absent: Sheri Halwax and Kimberly Duffy

Motion carried

- B. Consideration of agreement to finish creation of new Library website.

Library Website

Jim Richmond made a motion and Vicki Lamm seconded to accept the agreement to finish creation of a new Library website.

Roll Call Vote:

Ayes: Brad Duff-Hudkins, Jim Richmond, Vicki Lamm and Jackie Muscarella

Nays: None

Abstain: Paula Korzonek

Absent: Sheri Halwax and Kimberly Duffy

Motion carried

5. Correspondence - None

Correspondence

6. Open Forum

Open Forum

A. Eric presented a booklet of the New Standards for Illinois Public Libraries.

7. Executive Session – None

Executive Session

8. Adjournment

Adjournment

Jackie Muscarella made a motion, seconded by Vicki Lamm to adjourn the meeting.

Roll Call Vote:

Ayes: Brad Duff-Hudkins, Jim Richmond, Paula Korzonek, Vicki Lamm and Jackie Muscarella

Nays: None

Absent: Sheri Halwax and Kimberly Duffy

Motion carried.

Meeting adjourned at 8:57 p.m.

James J. Richmond, Secretary

Dated: _____, 2014