

Minutes of the Meeting of the Board  
Of Trustees of the Acorn Public Library  
Library Conference Room  
July 8, 2015

1. The meeting was called to order at 7:01 p.m.

- A. Those present were Brad Duff-Hudkins, President; James J. Richmond, Secretary; Ann Harsy, Treasurer; Kimberly Duffy, Vicki Lamm, Jackie Muscarella and Mary Walter, Trustees. Also present were Zach Musil, Director and Nancy Agler, Secretary to the Board
- B. Quorum determined
- C. Visitors present: None
- D. Approval of and request changes to agenda

Kim Duffy made a motion and seconded by Mary Walter to approve the agenda.

Roll Call Vote:

Ayes: Brad Duff-Hudkins, James J. Richmond, Vicki Lamm, Kimberly Duffy, Ann Harsy, Jackie Muscarella and Mary Walter

Nays: None

Motion carried

- E. Public comments

2. Consent Agenda

- A. Approval of June 17, 2015, Regular Board meeting minutes
- B. Treasurer's report
- C. Approval of bills
- D. General Fund Income and Disbursement report
- E. Monthly staff reports
- F. Committee reports

Jim Richmond made a motion and Jackie Muscarella seconded to approve the Consent Agenda.

Roll Call Vote:

Ayes: Brad Duff-Hudkins, James J. Richmond, Ann Harsy, Vicki Lamm, Kimberly Duffy, Jackie Muscarella and Mary Walter

Nays: None

Motion carried

3. New Business

- A. Authorize the posting and publication of Public Notice of the Tentative Budget and Appropriation Ordinance

A Notice of a Public Hearing to be held on Wednesday, September 9, 2015, will be published in a newspaper.

Jim Richmond made a motion and Vicki Lamm seconded to approve the posting and publication of the Public Notice of the Tentative Budget and Appropriation Ordinance.

**Call to Order**

**Roll Call**

**Consent Agenda**

**New Business**

**Public Notice of Tentative Budget & Appropriation Ordinance**

Roll Call Vote:

Ayes: Brad Duff-Hudkins, James J. Richmond, Ann Harsy, Kimberly Duffy, Vicki Lamm Jackie Muscarella and Mary Walter

Nays: None

Motion carried

B. Authorize the payment of obligations incurred in the prior fiscal year

Kim Duffy made a motion seconded by Jacki Muscarella to approve the payment of obligations incurred in the prior fiscal year.

Roll Call Vote:

Ayes: Brad Duff-Hudkins, James J. Richmond, Ann Harsy, Kimberly Duffy, Vicki Lamm, Jackie Muscarella and Mary Walter

Nays: None

Motion carried

C. Appoint two trustees to audit secretary's records

President Brad Duff-Hudkins appointed Jim Richmond and Jackie Muscarella to audit the Acorn Library's Secretary records. They agreed to meet and perform the audit.

D. Authorize the Library's annual audit

Jim Richmond made a motion seconded by Vicki Lamm to authorize the Library's annual audit.

Roll Call Vote:

Ayes: Brad Duff-Hudkins, James J. Richmond, Ann Harsy, Kimberly Duffy, Vicki Lamm, Jackie Muscarella and Mary Walter

Nays: None

Motion carried

E. Direct that the Annual Report be filed with the Illinois State Librarian

President Brad Duff-Hudkins directed Director Zach Musil to file the Annual Report with the Illinois State Librarian.

F. Enact Ordinance No. 15-03 for additional .02% tax levy for the building fund

Jim Richmond made a motion seconded by Kim Duffy to Enact Ordinance No. 15-03 for additional .02% tax levy for the building fund.

Roll Call Vote:

Ayes: James J. Richmond, Ann Harsy, Kimberly Duffy, Vicki Lamm, Jackie Muscarella and Mary Walter

Nays: Brad Duff-Hudkins

Motion carried

G. Discussion and consideration of changes to Policy 5.17, Open Door Communications/Problem Solving Procedure

If employees have any issues or questions, they will go to their supervisor first. If they are not satisfied

**Payment of obligations incurred in prior fiscal year**

**Audit Secretary's Records**

**Annual Audit**

**Annual Report filed with Illinois State Librarian**

**Ordinance No. 15-03, additional .02% tax levy for building fund**

**Policy 5.17, Open Door Communications/Problem Solving Procedure**

with answer, they will be directed to meet with Zach Musil, Director. If the employee is still not satisfied with the answer, they will write a letter to the Board President, Brad Duff-Hudkins. The final step would be for the employee to file an appeal to go before the Board of Trustees.

There were questions and answers and examples given for discussion.

Jim Richmond made a motion seconded by Kim Duffy to make the changes to Policy 5.17, Open Door Communications/Problem Solving Procedure.

Roll Call Vote:

Ayes: Brad Duff-Hudkins, James J. Richmond, Ann Harsy, Kimberly Duffy, Vicki Lamm, Jackie Muscarella and Mary Walter

Nays: None

Motion carried

H. Discussion and Consideration of instituting departmental quarterly progress reports

**Departmental Quarterly Progress Reports**

Zach would like to go over Strategic Plan with all department heads, followed by discussing with all employees. Having these discussions with the staff will be used to decide if progress is being made and used for future evaluations.

Jim Richmond made a motion seconded by Ann Walter to authorize Zach to use the departmental quarterly progress reports.

Roll Call Vote:

Ayes: Brad Duff-Hudkins, James J. Richmond, Ann Harsy, Kimberly Duffy, Vicki Lamm, Jackie Muscarella and Mary Walter

Nays: None

Motion carried

4. Old Business

**Old Business**

A. Update on 2015 Exterior Sign with Electronic Message Center Furnishing and Installation Project

**Exterior Sign**

Zach stated that the electronic sign is expected to be installed by the end of July.

B. Update on IMET Liquidating Trust

**IMET Trust**

Zach stated there is nothing new to report.

5. Correspondence

**Correspondence**

Congratulatory letters were received by Brad, Ann and Mary for being elected to the Acorn Library District as a Trustee from South Suburban College COB, Frank Zuccarelli.

6. Open Forum

**Open Forum**

Zach reported that the scanner ordered from Amazon was not configured correctly. The issue is being addressed. Zach reported to the board that he has received his Notary designation.

It was brought to the attention of the Board that January 22, 2016, will be the 50<sup>th</sup> Anniversary of the Acorn Public Library. To be discussed in future meetings as to how it will be celebrated.

7. Executive Session - None

8. Adjournment

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

Roll Call Vote:

Ayes: Brad Duff-Hudkins, James J. Richmond, Ann Harsy, Kimberly Duffy, Vicki Lamm, Jackie Muscarella and Mary Walter

Nays: None

Motion carried.

Meeting adjourned at 8:50 p.m.

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James J. Richmond, Secretary

Dated: \_\_\_\_\_, 2015

**Executive Session**

**Adjournment**