

Minutes of the Meeting of the Board
Of Trustees of the Acorn Public Library
Library Conference Room
August 12, 2015

1. The meeting was called to order at 7:00 p.m.

- A. Those present were Brad Duff-Hudkins, President; James J. Richmond, Secretary; Ann Harsy, Treasurer; Kimberly Duffy, and Vicki Lamm, 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

Call to Order

Roll Call

Brad explained that item 3(c) (FY2016 Per Capita Grant Requirements) should be removed because this will be visited in January 2016.

Vicki Lamm made a motion and Jim Richmond seconded to approve the agenda with the above change.

Roll Call Vote:

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

Nays: None

Absent: Jackie Muscarella and Mary Walter

Motion carried

- E. Public comments

Consent Agenda

2. Consent Agenda

- A. Approval of July 8, 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 Vicki Lamm seconded to approve the Consent Agenda.

Roll Call Vote:

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

Nays: None

Absent: Jackie Muscarella and Mary Walter

Motion carried

3. New Business

New Business

- A. Consideration of Resolution No.204 for accepting changes to Policy 5.17 Open Door Communications/Problem Solving Procedure

Resolution No. 204; Change to Policy 5.17

Jim Richmond made a motion and Vicki Lamm seconded to adopt 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 and Vicki Lamm

Nays: None

Absent: Jackie Muscarella and Mary Walter

Motion carried

B. Discussion of annual audit

Annual Audit

Zach commented that the auditors from Hearne and Associates recommended the Acorn Library have a CPA on staff. It was stated that at this time the Library does not have a budget for this hire.

C. Discussion of Acorn Public Library District's 50th Anniversary on January 22, 2016

**Acorn Library
50th Anniversary**

Zach and the board members discussed several ideas for a theme and how the Library will celebrate.

4. Old Business

Old Business

A. Audit of Secretary's records

**Audit
Secretary's
Records**

The Audit Committee: Jim Richmond, Secretary, and Jackie Muscarella, Trustee, completed their audit on July 15, 2015. They presented their report to the board.

B. Update on Budget and Appropriation Ordinance

**Budget &
Appropriation
Ordinance**

Zach prepared a draft of the FY16 Budget and Appropriation Ordinance and presented to the board.

C. Update on departmental quarterly progress reports

**Department
quarterly
progress reports**

Zach will be working with the staff to help them begin the process of writing their quarterly reports. The board and Zach discussed various ideas on making this change as painless as possible.

D. Update on 2015 Exterior Sign with Electronic Message Center Installation Project

Exterior Sign

Zach stated that the sign project should be completed by the end of next week. He also discussed with the board that there is a tree that may need to be removed so it does not block the sign. That will be determined once the sign is in place. A question was asked if the cost of removing the tree (\$1,100) includes grinding the stump down. Zach will follow up.

E. Update on IMET Liquidating Trust

IMET Trust

A memo was received from IMET updating all participants as of July 6, 2015, the status of the assets seized.

5. Correspondence - None

Correspondence

6. Open Forum

Open Forum

Vicki Lamm brought to the board's attention that there are bushes by the front door entrance that are in need of attention. Brad Duff-Hudkins stated that the steps in the front are deteriorating and should be checked on. Zach Musil informed the board that a patron, Brian Williams, has been banned from the Library for one month due to persistent disruptive and disrespectful behavior.

7. Executive Session - None

**Executive
Session**

8. Adjournment

Adjournment

Kim Duffy made a motion, seconded by Ann Harsy to adjourn the meeting.

Roll Call Vote:

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

Nays: None

Absent: Jackie Muscarella and Mary Walter

Motion carried.

Meeting adjourned at 9:05 p.m.

James J. Richmond, Secretary

Dated: _____, 2015