

Minutes of the Meeting of the Board
Of Trustees of the Acorn Public Library
Library Conference Room
September 9, 2015

1. The meeting was called to order at 7:15 p.m.

- A. Those present were Brad Duff-Hudkins, President; James J. Richmond, Secretary; Kimberly Duffy, 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

Brad explained that item 3(d) should read, "Discussion **and consideration** of Letter Supporting the City of Oak Forest's Proposal to Extend the Term of TIF No. 3."

Kim Duffy 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, Kimberly Duffy Jackie Muscarella and Mary Walter

Nays: None

Absent: Vicki Lamm and Ann Harsy

Motion carried

- E. Public comments

2. Consent Agenda

- A. Approval of August 12, 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

Jackie Muscarella made a motion and Mary Walter seconded to approve the Consent Agenda.

Roll Call Vote:

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

Nays: None

Absent: Vicki Lamm and Ann Harsy

Motion carried

3. New Business

- A. Enact Budget and Appropriation Ordinance No. 15-04

Jim Richmond made a motion and Ann Walter seconded to enact Budget and Appropriation Ordinance No 15-04.

Call to Order

Roll Call

Consent Agenda

New Business

**B & A
Ordinance No.
15-04**

Roll Call Vote:

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

Nays: None

Absent: Vicki Lamm and Ann Harsy

Motion carried

B. Authorize Posting and Publication of Certified Copy of Budget and Appropriation Ordinance

Jim Richmond made a motion and Jackie Muscarella seconded to authorize posting and publication of a Certified Copy of the Budget and Appropriation Ordinance.

Roll Call Vote:

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

Nays: None

Absent: Vicki Lamm and Ann Harsy

Motion carried

C. Enact Certificate of Estimated Revenues

Jim Richmond made a motion and Mary Walter seconded to enact the Certificate of Estimated Revenues.

Roll Call Vote:

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

Nays: None

Absent: Vicki Lamm and Ann Harsy

Motion carried

D. Discussion and consideration of letter supporting the City of Oak Forest’s proposal to extend the term of TIF No. 3.

Brad explained the issues: The value of real estate has dropped and the City has to restructure the debt. The City has to have **all** taxing bodies approve in order to move forward.

Jackie Muscarella made a motion and Jim Richmond seconded to support the City of Oak Forest extending the term of the TIF No. 3.

Roll Call Vote:

Ayes: Brad Duff-Hudkins, James J. Richmond, Jackie Muscarella and Mary Walter

Abstain: Kimberly Duffy

Nays: None

Absent: Vicki Lamm and Ann Harsy

Motion carried

E. Discussion and consideration of changes to Policy 3.2 – Fines and Fees

Jim Richmond made a motion and Kim Duffy seconded to approve the changes to Policy 3.2 – Fines and Fees.

Roll Call Vote:

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

Nays: None

Absent: Vicki Lamm and Ann Harsy

Motion carried

Posting & Publication of certified copy of B&A Ordinance

Certificate of Estimated Revenues

City of Oak Forest’s Proposal to Extend term of TIF No. 3

F. Discussion and consideration of changes to Policy 3.1 Circulation – Loan periods
Zach and the Board discussed the differences in other libraries check-out periods. For example: Tinley Park Library allows three weeks; Acorn Library allows two weeks.

Jim Richmond made a motion and Jackie Muscarella seconded to change the loan period to three weeks.

Roll Call Vote:

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

Nays: None

Absent: Vicki Lamm and Ann Harsy

Motion carried

Note: Kimberly Duffy excused herself at 8:15 p.m.

G. Discussion and consideration of Improving the Meeting room AV equipment and capabilities

Zack presented several quotes he received to the Board. After discussion it was decided to go with CALTEK.

Mary Walter made a motion and Jackie Muscarella seconded to approve the purchase of new AV equipment through CALTEK.

Roll Call Vote:

Ayes: Brad Duff-Hudkins, James J. Richmond, Jackie Muscarella and Mary Walter

Nays: None

Absent: Kimberly Duffy, Vicki Lamm and Ann Harsy

Motion carried

H. Discussion of Community Awareness Fair, which is held on October 17, 2015

Zack asked for volunteers from the Board and will also ask the Friends of the Acorn Library. This will be discussed at the October 14 board meeting.

4. Old Business

Old Business

A. Update on Annual Audit

Annual Audit

Zach stated that the annual audit went well. Each Board member is asked to fill out a “Fraud Inquiry” form.

B. Update on 2015 Exterior Sign with Electronic Message Center furnishing and installation project

Exterior Sign

Zach has had positive reinforcement from library patrons.

C. Update and further discussion of Acorn Public Library District’s 50th Anniversary

**Acorn Library
50th Anniversary**

After further research, Zach explained to the Board that the 50th Anniversary celebration can wait until 2018. The Library opened for “use” in 1968.

D. Update on IMET Liquidating Trust

IMET Trust

Zach stated that there is nothing new to report.

5. Correspondence - None

Correspondence

6. Open Forum

Open Forum

Zach informed the Board that the Illinois Library Trustee Day is Saturday, October 24, 2015. Also, the ILA stated that the State of Illinois's 2016 budget may not include any money for library grants, including the 2016 Per Capita Grant.

Executive Session

7. Executive Session – None

8. Adjournment

Adjournment

Mary Walter made a motion, seconded by Jackie Muscarella to adjourn the meeting.

Roll Call Vote:

Ayes: Brad Duff-Hudkins, James J. Richmond, Jackie Muscarella and Mary Walter

Nays: None

Absent: Vicki Lamm and Ann Harsy

Motion carried.

Meeting adjourned at 8:45 p.m.

James J. Richmond, Secretary

Dated: _____, 2015