

Minutes of the Meeting of the Board  
Of Trustees of the Acorn Public Library  
Library Conference Room  
March 11, 2020

1. The meeting was called to order at 7:07 p.m.

- A. Those present were James J. Richmond, President; Brad Duff-Hudkins, Treasurer; Michelle Alfano, Kimberly Duffy, Jackie Muscarella, and Barbara Rhodes, Trustees. Also present were, Dorothy Koll, Director and Nancy Agler, Secretary to the Board
- B. Quorum determined

Secretary, Mary Walter was absent. Jim Richmond made a motion and Brad Duff-Hudkins seconded to nominate Jackie Muscarella as acting secretary.

Roll Call Vote:

Ayes: James J. Richmond, Brad Duff-Hudkins, Michelle Alfano, Kimberly Duffy, Jackie Muscarella and Barbara Rhodes

Nays: None

Motion carried

- C. Recognition of visitors at meeting – None
- D. Approval of Agenda and request changes to Agenda

Jackie Muscarella made a motion and Brad Duff-Hudkins seconded to approve the agenda.

Roll Call Vote:

Ayes: James J. Richmond, Brad Duff-Hudkins, Michelle Alfano, Kimberly Duffy, Jackie Muscarella and Barbara Rhodes

Nays: None

Motion carried

- E. Public comments - None

2. Consent Agenda

- A. Approval of February 12, 2020, 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

Brad Duff-Hudkins made a motion and Michelle Alfano seconded to approve the Consent Agenda.

Roll Call Vote:

Ayes: James J. Richmond, Brad Duff-Hudkins, Michelle Alfano, Kimberly Duffy, Jackie Muscarella and Barbara Rhodes

Nays: None

Motion carried

**Call to Order**

**Roll Call**

**Acting Secretary**

**Consent Agenda**

3. New Business

- A. Discussion and Consideration of general updates to the Emergency Disaster Plan and inclusion of a new pandemic emergency plan.

**New Business**

**Emergency Disaster Plan**

If closing Library, it will be March 12 – 31, 2020.

Brad Duff-Hudkins made a motion, seconded by Michelle Alfano to approve the Emergency Disaster Plan.

Roll Call Vote:

Ayes: James J. Richmond, Brad Duff-Hudkins, Michelle Alfano, Kimberly Duffy, Jackie Muscarella and Barbara Rhodes

Nays: None

Motion carried

- B. Discussion and Consideration of updates to Facilities Policy 4.6, Emergency Closings, to include Essential Personnel Policy.

**Updates to Facilities Policy 4.6**

Brad Duff-Hudkins made a motion, seconded by Kimberly Duffy to update Facilities Policy 4.6, Emergency Closings, to include Essential Personnel Policy.

Roll Call Vote:

Ayes: James J. Richmond, Brad Duff-Hudkins, Michelle Alfano, Kimberly Duffy, Jackie Muscarella and Barbara Rhodes

Nays: None

Motion carried

- C. Discussion and Consideration of Resolution No. 235 amending Facility Policy 4.6, Emergency Closings

**Resolution No. 235**

Brad Duff-Hudkins made a motion, seconded by Kimberly Duffy to adopt Resolution No. 235 to amend Policy 4.6, Emergency Closings.

Roll Call Vote:

Ayes: James J. Richmond, Brad Duff-Hudkins, Michelle Alfano, Kimberly Duffy, Jackie Muscarella and Barbara Rhodes

Nays: None

Motion carried

4. Old Business - None

**Old Business**

5. Correspondence - None

**Correspondence**

6. Open Forum

**Open Forum**

Dorothy discussed database – EBSCO – a Research Database.

Also discussed possible issues because of the coronavirus. Certain programs will be cancelled. Dorothy asked about Friends working during coronavirus issues.

She stated that the Fleadh went very well.

Michelle stated she attended a program given by Jim Gibbons on Anne Frank. She talked about possible active shooter training at the library.

7. Executive Session – None

8. Adjournment

**Executive  
Session**

**Adjournment**

Kimberly Duffy made a motion, seconded by Michelle Alfano to adjourn the meeting.

Roll Call Vote:

Ayes: James J. Richmond, Brad Duff-Hudkins, Michelle Alfano, Kimberly Duffy, Jackie Muscarella and Barbara Rhodes

Nays: None

Motion carried.

Meeting adjourned at 7:47 p.m.

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Jackie Muscarella, Acting Secretary

Dated: \_\_\_\_\_, 2020