

Minutes of the Meeting of the Board
Of Trustees of the Acorn Public Library
Library Meeting Room
August 12, 2020

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

- A. Those present were James J. Richmond, President; Mary Walter, Secretary; Brad Duff-Hudkins, Treasurer; Jackie Muscarella, and Barbara Rhodes, Trustees. Trustee Kimberly Duffy was present over a video feed. Also present was, Dorothy Koll, Director.
- B. Quorum determined
- C. Recognition of visitors at meeting – None
- D. Approval of Agenda and request changes to Agenda

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

Vote:

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

Nays: None

Motion carried

- E. Public comments - None

2. Consent Agenda

- A. Approval of July 08, 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 asked Dorothy about the Wi-Fi expansion project being done by HTS. Jackie commented on the public using the library’s green space near the south parking lot.

Mary Walter made a motion and Barbara Rhodes seconded to approve the Consent Agenda.

Vote:

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

Nays: None

Motion carried

3. New Business

- A. Discussion of FY21 Illinois Per Capita Grant Requirements.

Each board member received the Standards for Illinois Libraries, 4.0. Dorothy explained that it needs to be reviewed in whole by January. Board members are encouraged to review the standards and they will be discussed at subsequent meetings.

Call to Order

Roll Call

Consent Agenda

New Business

Per Capita Grant Requirements

B. Discussion and Consideration of Closing the Library for Newly Declared State Holiday, General Election Day, November 3, 2020

Discussion of Election Day

The Board discussed the Governor's rule mandating Election Day a state holiday. Dorothy explained that she is awaiting more clarification as to whether the library will have to close.

Discussion of Remote Work Policy

C. Discussion and Consideration to add to the Policy Manual, Section 5.26, Remote Work

The Board discussed adapting a new policy outlining the conditions in which remote work for library employees will be allowed.

Jackie Muscarella made a motion, seconded by Mary Walter to adopt Policy 5.26, Remote Work.

Vote:

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

Nays: None

Motion carried

Old Business

4. Old Business

A. Update on Audit of Secretary's Records

Update on Secretary's Records

Brad and Jim audited the secretary's records on July 18, 2020. The suggested corrections have already been made.

B. Update on FY2020 Illinois Public Library Annual Report

IPLAR Update

Dorothy stated that the IPLAR is nearly complete and will be submitted well before the September 1, 2020 deadline.

5. Correspondence

Correspondence

Mary summarized a correspondence from O'Neill and Gaspardo Consultants and Certified Public Accountants offering their services.

6. Open Forum

Open Forum

Jim brought up the drainage project plans. Dorothy spoke about the pitching and plans to drain water away from the building behind the employee parking lot. The company is waiting on permission and permits from the city.

Brad asked about circulating hotspots. Dorothy said she was planning on beginning that project. She also mentioned the possibility on getting an outdoor computer case.

Jackie asked about the two hour limit. Dorothy explained that it is not being strictly enforced. Jackie also asked about the reinstating of fines on September 1.

Executive Session

Barb thanked the staff for their hard work during the pandemic especially in relation to curbside pickup.

7. Executive Session – None

Adjournment

8. Adjournment

Brad Duff-Hudkins made a motion, seconded by Jackie Muscarella to adjourn the meeting.

Roll Call Vote:

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

Nays: None

Motion carried.

Meeting adjourned at 7:32 p.m.

Mary Walter, Secretary

Dated: _____, 2020