

Minutes of the Meeting of the Board
Of Trustees of the Acorn Public Library
Library Conference Room
August 14, 2019

1. The meeting was called to order at 7PM

- A. Those present were, James J. Richmond, President; Mary Walter, Secretary; Michelle Alfano, Jackie Muscarella, and Barbara Rhodes, Trustees. Also present were, Dorothy Koll, Director and Nancy Agler, Secretary to the Board
- 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 Barbara Rhodes seconded to approve the agenda.

Vote:

Ayes: James J. Richmond, Mary Walter, Michelle Alfano, Jackie Muscarella and Barbara Rhodes

Nays: None

Motion carried

- E. Public comments - None

2. Consent Agenda

- A. Approval of July 10, 2019, 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: James J. Richmond, Mary Walter, Michelle Alfano, Jackie Muscarella and Barbara Rhodes

Nays: None

Motion carried

3. New Business

- A. Discussion of FY20 Illinois Per Capita Grant requirements

After some discussion, the Board agreed to review the necessary chapters. The Illinois per capita Grant is due Tuesday, January 14, 2020.

- B. Discussion and consideration of Substitute Job Description and Pay Scale

Mary Walter made a motion, seconded by Barbara Rhodes to approve the Substitute Job Description and Pay Scale.

Call to Order

Roll Call

Consent Agenda

New Business

FY20 IL per capita grant requirements

Substitute Job Description and Pay Scale

Roll Call Vote:

Ayes: James J. Richmond, Mary Walter, Michelle Alfano, Jackie Muscarella and Barbara Rhodes

Nays: None

Motion carried

- C. Discussion and consideration of closing the Library for a staff in-service day on Friday, December 6, 2019.

Mary Walter made a motion seconded by Barbara Rhodes to approve the staff in-service day for Friday, December 6, 2019.

Roll Call Vote:

Ayes: James J. Richmond, Mary Walter, Michelle Alfano, Jackie Muscarella and Barbara Rhodes

Nays: None

Motion carried

4. Old Business

- A. Update of Audit of Secretary’s Records

Jackie Muscarella and Mary Walter reported that the audit was completed on August 2, 2019.

- B. Update on FY2019 Illinois Public Library Annual Report

Dorothy reported that the Annual Report is nearly complete and will be submitted before the September 1 deadline.

- C. Update on Fire Panel replacement

Reliable Fire & Security has replaced the panel after a meeting with Thyssenkrupp to finish work in the elevator room. The fire department will be inspecting the new panel sometime the week of August 19.

- D. Update on Lawn sprinkler replacement

The South and East lawns are completed. Accurate Property Services will return to finish the rest of lawn.

- 5. Correspondence – African American Contractors Association invite to July 20, 2019, event.

- 6. Open Forum

Nancy updated the board on the Friends of the Acorn Library. We now have forms for members to sign up for memorial/tribute projects.

Jim stated that there was a large turnout for the National Night Out event, and he thanked Dorothy for her participation.

- 7. Executive Session – None

- 8. Adjournment

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

Roll Call Vote:

Ayes: James J. Richmond, Mary Walter, Michelle Alfano, Jackie Muscarella and Barbara Rhodes

Staff In-service day, Friday, December 6, 2019

Old Business

Audit Secretary’s records

Annual report filed with IL State Librarian

Fire panel replacement

Lawn sprinkler replacement

Correspondence

Open Forum

Executive Session

Adjournment

Nays: None
Motion carried.

Meeting adjourned at 7:49 p.m.

Mary Walter, Secretary

Dated: _____, 2019