

Minutes of the Meeting of the Board of Trustees of the Acorn Public Library
Library Meeting Room, Zoom Video Conferencing
October 14, 2020
Prepared by Dorothy Koll, Library Director

1. The meeting was called to order at 7:02 p.m.

- A. Those present in person were James J. Richmond, President; Mary Walter, Secretary; Brad Duff-Hudkins, Treasurer; Michelle Alfano, Kimberly Duffy, Trustees. Present over Zoom Jackie Muscarella and Barbara Rhodes, Trustees. Also present was Dorothy Koll, Director.
- B. Quorum determined
- C. Recognition of visitors at meeting –George Roach, GRA Accounting
- D. Approval of Agenda and request changes to Agenda

Call to Order

Roll Call

Mary Walter made a motion and Michelle Alfano seconded to approve the agenda.

Voice Vote:

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

Nays: None

Motion carried

- E. Public comments – Mary commented how wonderful the scarecrows look outside.

2. Consent Agenda

- A. Approval of September 9, 2020, Regular Board Meeting Minutes
- B. Approval of September 9, 2020 Public Hearing Minutes
- C. Treasurer’s report
- D. Approval of bills
- E. General Fund Income and Disbursement report
- F. Monthly staff reports
- G. Committee reports

Consent Agenda

Mary Walter made a motion and Brad Duff-Hudkins seconded to approve the Consent Agenda.

Voice Vote:

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

Nays: None

Motion carried

3. New Business

- A. Discussion and Approval of the Annual Audit Report

New Business

Discussion of Annual Audit

George Roach gave a short summary of the FY2020 Financial Audit. He presented a clean opinion of the Audit stating that the financials look good. He commended the library’s ability to do a lot with a little. He also commented that our IMRF is almost fully funded.

Mary Walter made a motion, seconded by Jackie Muscarella to approve the Annual Audit Report.

Approval of Annual Audit

Voice Vote:

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

Nays: None

Motion carried.

**Authorization of
3/5 Majority Form**

B. Authorize the Certification of 3/5 Majority Form pertaining to Annual Audit Report

Brad Duff-Hudkins made a motion, seconded by Michelle Alfano to authorize certification of 3/5 Majority Form pertaining to the Annual Audit Report.

Roll Call Vote:

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

Nays: None

Motion carried

**Notice of
Availability of
Annual Audit
Report**

C. Authorize Publication of Notice of Availability of Annual Audit Report

Kim Duffy made a motion, seconded by Mary Walter to authorize publication of Notice of Availability of Annual Audit Report.

Voice Vote:

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

Nays: None

Motion carried

**Ordinance No. 20-
03, Redemption
and Payment of
outstanding Series
2010 Bonds**

D. Discussion and Consideration of Ordinance No. 20-03, Ordinance providing for the redemption and payment of a portion of the outstanding General Obligation Bonds (Alternate Revenue Source), Series 2010, of the Acorn Public Library District, Cook County, Illinois

Mary Walter read the Ordinance in full. Brad Duff-Hudkins made a motion, seconded by Michelle Alfano to adopt Ordinance 20-03, Ordinance providing for the redemption and payment of a portion of the outstanding General Obligation Bonds (Alternative Revenue Source), Series 2010, of the Acorn Public Library District, Cook County, Illinois

Roll Call Vote:

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

Nays: None

Motion carried

Jim Richmond declared the motion carried and said ordinance adopted, approved and signed the same in open meeting and directed the Secretary to record the same in full in the records of The Board of Library Trustees of the Acorn Public Library District, Cook County, Illinois, which was done.

**Certification of
Reduction of
Taxes**

E. Authorize the Certification of Reduction of Taxes Heretofore Levied for the Payment of Bonds

Kimberly Duffy made a motion, seconded by Michelle Alfano to authorize the Certification of Reduction of Taxes Heretofore Levied for the Payment of Bonds

Roll Call Vote:

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

Nays: None

Motion carried

F. Discussion of 2020 Levy Ordinance No. 20-04 and Determination of Levy Amount.

Dorothy went over the Levy with the Board, it will not be voted on until November.

G. Discussion and Consideration of Resolution #241, Authorizing an Intergovernmental and Subrecipient Agreement Between the County of Cook and the Acorn Public Library District for Coronavirus Relief Funds Pursuant to the CARES Act

Dorothy explained the CARES Act funds will be distributed to libraries from Cook County. A resolution and intergovernmental agreement must be passed to apply for these funds. Brad raised questions about possible audits related to these funds including federal and county oversight. Brad Duff-Hudkins made a motion, seconded by Mary Walter to authorize Resolution 241, an Intergovernmental and Subrecipient Agreement Between the County of Cook and the Acorn Public Library District for Coronavirus Relief Funds Pursuant to the CARES Act.

Voice Vote:

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

Nays: Brad Duff-Hudkins

Motion carried

H. Discussion and Consideration of Open Enrollment Benefits Package for 2021

Dorothy explained that LIMRICC is switching to Aetna as their health insurance provider. She proposed that insurance rates and incentives remain the same for 2021. Brad Duff-Hudkins made a motion, seconded by Jackie Muscarella to approve the Open Enrollment Benefits Package for 2021.

Voice Vote:

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

Nays: None

Motion carried

I. Discussion of the Vacancy of the Secretary to the Library Board of Trustees Position

The Board discussed whether to continue to employ a Secretary to the Board of Trustees. Dorothy explained since the meetings are now recorded, transcribing minutes could easily be done by herself or another employee of the Library. Mary Walter made a motion, seconded by Michelle Alfano to remove the secretary position and record the minutes internally.

Voice Vote:

Ayes: James J. Richmond, Mary Walter, Michelle Alfano, Barbara Rhodes, Brad Duff-Hudkins

Nays: None

Abstain: Kimberly Duffy, Jackie Muscarella

Motion carried

Discussion of 2020 Levy, Ordinance 20-04

Resolution 241, Intergovernmental Agreement Between Cook County and Acorn Public Library District

Open Enrollment Benefits Package

Vacancy of the Secretary to the Library Board of Trustees

4. Old Business

- A. Discussion of FY21 Per Capita Grant Requirements, Chapters 5-7 of *Serving Our Public 4.0, Standards for Illinois Public Libraries*.

Dorothy read through the checklists of Chapters 5-7 of *Serving Our Public 4.0, Standards for Illinois Public Libraries*. The Board discussed reviewing the camera policy and safety procedures.

- B. Continuing Discussion and Consideration of Closing the Library on Election Day, November 3, 2020

Without further guidance from the state, the board determined to remain open on Election Day, November 3, 2020.

5. Correspondence-None

6. Open Forum

Michelle brought up the statistics about use of Spanish resources. She suggested that we do a special display to highlight the Spanish and other foreign language books. Kim asked about the new outside terminal. Dorothy explained that we will have statistics for that station in November.

Dorothy brought up the annual Sexual Harassment Training for employees and public bodies. She asked everyone to watch it before the next board meeting in November.

7. Executive Session – None

8. Adjournment

Mary Walter made a motion, seconded by Michelle Alfano to adjourn the meeting.

Roll Call Vote:

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

Nays: None

Motion carried

Meeting adjourned at 8:44 p.m.

Mary Walter, Secretary

Dated: _____, 2020

Old Business

Discussion of Per Capita Grant Requirements

Election Day 2020

Correspondence

Open Forum

Executive Session

Adjournment