

Minutes of the Meeting of the Board
Of Trustees of the Acorn Public Library
Library Conference Room
November 8, 2017

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

- A. Those present were Brad Duff-Hudkins, President; James J. Richmond, Secretary; Ann Harsy, Treasurer; Kim Duffy, Jackie Muscarella, Barbara Rhodes and Mary Walter, Trustees. Also present were Zach Musil, Director; Nancy Agler, Secretary to the Board.
- B. Quorum determined
- C. Recognition of visitors to meeting - None
- D. Approval of Agenda and request changes to Agenda

Call to Order

Roll Call

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

Vote: Brad Duff-Hudkins, James J. Richmond, Ann Harsy, Kim Duffy, Jackie Muscarella, Barbara Rhodes and Mary Walter

Nays: None

Motion carried

- E. Public comments - None

Consent Agenda

2. Consent Agenda

- A. Approval of October 12, 2017, 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, Ann Harsy, Kim Duffy, Jackie Muscarella, Barbara Rhodes and Mary Walter

Nays: None

Motion carried

New Business

3. New Business

- A. Enact Levy Ordinance No. 17-04 and authorize filing of Certified Copy of Ordinance

**Levy Ordinance
#17-04**

Jim Richmond made a motion and Mary Walter seconded to enact and authorize the filing of Levy Ordinance No. 17-04.

Roll Call Vote:

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

Nays: None

Motion carried

- B. Enact Certificate of Compliance with Truth in Taxation Law and authorize filing of Certificate

Jim Richmond made a motion and Jackie Muscarella seconded to enact Certificate of Compliance with Truth in Taxation Law and authorize filing of Certificate.

Roll Call Vote:

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

Nays: None

Motion carried

- C. Enact Ordinance No.17-05 authorizing Reduction of Tax Extension for Levy Year 2017, as necessary and authorize filing of Ordinance

Jim Richmond made a motion and Barbara Rhodes seconded to approve enacting Ordinance No.17-05 and authorizing reduction and filing of Tax Extension for Levy Year 2017.

Roll Call Vote:

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

Nays: None

Motion carried

- D. Enact Annual Statement of Revenues and Expenditures and authorize filing with County Clerk

Jim Richmond made a motion and Ann Harsy seconded to enact and authorize filing the Annual Statement of Revenues and Expenditures with the Cook County Clerk.

Roll Call Vote:

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

Nays: None

Motion carried

- E. Consideration of Library Employee Appreciation Day for 2018

Taking a day off in 2018 is the Boards holiday gift to staff.

Kim Duffy made a motion and Jackie Muscarella seconded to approve a holiday gift to staff of a day off in 2018.

Vote:

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

Nays: None

Motion carried

4. Old Business

- A. Discussion of FY18 Illinois Per Capita Grant Requirements

Truth in Taxation Law

Ordinance No. 17-05

File Annual Statement of Revenues and Expenditures

Old Business

FY18 Illinois Per Capita Grant Requirements

Zach reported that Acorn Library has not received any funds from the State of Illinois. Zach reminded the Board of the *Library Safety and Security* available on YouTube for the continuing education component and a request for a response from Trustees.

**Strategic
Planning Update**

B. Update on Strategic Planning

Zach stated that the survey will be cut back to five minutes. It was discussed that questions that are the most relevant, should be asked at the beginning of the survey. It was also discussed of some possible changes to some questions.

**50th Anniversary
planning**

C. Update on 50th Anniversary Planning

Zach stated that the items requested by the staff are covered by the budget. It was discussed as to the best time of year to hold the celebration. Zach has touched base with the City about having banners on light poles to announce the event.

Correspondence

5. Correspondence - None

Open Forum

6. Open Forum

Mary shared an article about the architect that built the Acorn Library.

Zach noted that the Library's WIFI will be upgraded soon.

Nancy commented that the Friends membership meeting will be on Tuesday, November 14, at 7PM in the conference room.

Brad reminded the Board to be aware of any comments made to the staff may be construed as being an "order" not just a statement.

**Executive
Session**

7. Executive Session – None

Adjournment

8. Adjournment

Jackie Muscarella made a motion, seconded by Barbara Rhodes to adjourn the meeting.

Roll Call Vote:

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

Nays: None

Motion carried.

Meeting adjourned at 8:48 p.m.

James J. Richmond, Secretary

Dated: _____, 2017