

Minutes of the Meeting of the Board of Trustees of the Acorn Public Library
Library Meeting Room, Zoom Video Conferencing
November 11, 2020
Prepared by Dorothy Koll, Library Director

1. The meeting was called to order at 7:05 p.m.

- A. Those present in person were James J. Richmond, President; Mary Walter, Secretary; Michelle Alfano, Kimberly Duffy, Trustees. Present over Zoom Brad Duff-Hudkins, Treasurer Jackie Muscarella and Barbara Rhodes, Trustees. 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

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 – None

2. Consent Agenda

- A. Approval of October 14, 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

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. Enact Levy Ordinance No. 20-04 and Authorize Filing of Certified Copy of Ordinance (Roll Call Vote)

New Business

**Enact Levy 20-04
& Certified Copy**

Jim explained that the levy is the same as was presented at the October 2020 meeting. No one had any questions or comments.

Jackie Muscarella made a motion, seconded by Mary Walter to enact the Levy Ordinance No. 20-04 and authorize the filing of a Certified Copy of the Ordinance.

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.

- B. Enact Certificate of Compliance with Truth in Taxation Law and Authorize Filing of Certificate (Roll Call Vote)

Enact Certificate of Truth in Taxation Law

Dorothy explained that this Certificate is required stating that the Board did not need to have a Truth in Taxation Hearing because the 2021 levy is less than 105% of last year’s tax extension.

Mary Walter made a motion, seconded by Michelle Alfano to enact Certificate of Compliance with Truth in Taxation law and Authorize Filing of the Certificate.

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

- C. Enact Ordinance No. 20-05 Authorizing Reduction of Tax Extension for Levy Year 2020, as Necessary and Authorize Filing of Ordinance (Roll Call Vote)

Enact Ordinance 20-05

Jim explained that this ordinance instructs the County where to make a reduction in the levy, if necessary, in compliance with PTELL.

Barb Rhodes made a motion, seconded by Mary Walter to enact Ordinance No. 20-05 Authorizing Reduction of Tax Extension for Levy Year 2020, as Necessary and authorize filing of ordinance.

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

- D. Enact Annual Statement of Revenues and Expenditures and Authorize Filing with County Clerk (Roll Call Vote)

Statement of Revenues & Expenditures

Brad Duff-Hudkins made a motion, seconded by Jackie Muscarella to enact Annual Statement of Revenues and Expenditures and authorize filing with County Clerk.

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

- E. Discussion to update to the Policy Manual, Sections, 3.1 Circulation, 3.2 Fines and Fees, 3.3 Interlibrary Loan

Updates to Policy Manual

Dorothy explained that many of the proposed changes to this policy came about in evaluating the new workflow due to the pandemic.

Kimberly Duffy made a motion, seconded by Jackie Muscarella to approve the updates to the Policy Manual, Sections, 3.1 Circulation, 3.2 Fines and Fees, 3.3 Interlibrary Loan.

Voice 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 and Consideration of Library Employee Appreciation Day for 2021

The Board discussed the tradition of giving employees a LEAD day in lieu of a holiday gift.

Kimberly Duffy made a motion, seconded by Mary Walter to approve the Library Employee Appreciate Day for 2021.

Voice Vote:

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

Nays:

Motion carried

4. Old Business

A. Discussion of FY21 Per Capita Grant Requirements, Chapters 8-10 of *Serving Our Public 4.0, Standards for Illinois Public Libraries*.

Dorothy read through the checklists of Chapters 8-10 of *Serving Our Public 4.0, Standards for Illinois Public Libraries*.

5. Correspondence-None

6. Open Forum

Michelle asked about the quarantining of materials. She asked if it was possible to check in the materials before quarantining materials in the bin. Dorothy explained that it is not recommended to do that. For the safety of staff the materials should be quarantined for 72 hours before being handled. Michelle also asked if patrons knew that there were security cameras. Dorothy explained that there were signs at each of the entrances and in the two parking lots where there are cameras. Michelle also asked about the Dominican Student. Dorothy explained that she was a student doing a project toward her MLIS degree. Mary asked if the Friends were taking book donations. Dorothy explained that they planned to start taking them after January 1. Mary asked about recognizing Nancy in some way. Dorothy stated that flowers were sent to her from the library. Kim asked if the Friends needed help. Dorothy explained that the Friends had a meeting the previous evening and they are back to a new normal.

Dorothy brought up COVID in the library. She described some of the cases and contact among the staff. She explained how no cases had been transmitted between staff, reiterating the need for mask wearing and social

**Discussion of
LEAD Day**

Old Business

**Discussion of Per
Capita Grant
Requirements**

Correspondence

Open Forum

distancing. She also explained that further mitigation may be necessary as cases rise in the county and further restrictions are put in place.

7. Executive Session – None

8. Adjournment

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

Voice 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 7:57 p.m.

Mary Walter, Secretary

Dated: _____, 2020

**Executive
Session**

Adjournment