Minutes of the Meeting of the Board
Of Trustees of the Acorn Public Library
Library Conference Room
November 13, 2019

1. The meeting was called to order at 7:04 p.m.:
   A. Those present were: Brad Duff-Hudkins, Treasurer; Michelle Alfano, Kimberly Duffy and Jackie Muscarella, 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

Brad Duff-Hudkins made a motion and Jackie Muscarella seconded to nominate Kimberly Duffy as acting secretary.

Vote:
Ayes: Brad Duff-Hudkins, Michelle Alfano, Kimberly Duffy and Jackie Muscarella
Nays: None
Motion carried

Kimberly Duffy made a motion and Jackie Muscarella seconded to nominate Brad Duff-Hudkins as acting President.

Vote:
Ayes: Brad Duff-Hudkins, Michelle Alfano, Kimberly Duffy and Jackie Muscarella
Nays: None
Motion carried

Jackie Muscarella made a motion and Michelle Alfano seconded to approve the agenda.

Roll Call Vote:
Ayes: Brad Duff-Hudkins, Michelle Alfano, Kimberly Duffy and Jackie Muscarella
Nays: None
Motion carried

E. Public comments - None

2. Consent Agenda
   A. Approval of October 9, 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

Kimberly Duffy made a motion and Jackie Muscarella seconded to approve the Consent Agenda.
3. New Business

A. Enact Levy Ordinance No. 19-05 and Authorize filing of Ordinance

Michelle Alfano made a motion, seconded by Jackie Muscarella to enact Levy Ordinance No. 19-05 and authorize filing of Ordinance.

Roll Call Vote:
Ayes: Brad Duff-Hudkins, Michelle Alfano, Kimberly Duffy and Jackie Muscarella
Nays: None
Motion carried

B. Enact Certificate of Compliance with Truth in Taxation Law and Authorize filing of certificate

Jackie Muscarella made a motion, seconded by Kimberly Duffy to enact the Certificate of Compliance and Truth in Taxation Law and Authorize filing of the certificate.

Roll Call Vote:
Ayes: Brad Duff-Hudkins, Michelle Alfano, Kimberly Duffy and Jackie Muscarella
Nays: None
Motion carried

C. Enact Ordinance No. 19-06, Authorizing reduction of tax extension for Levy Year 2018, as necessary, and authorize filing of Ordinance

Michelle Alfano made a motion, seconded by Brad Duff-Hudkins to enact Ordinance No. 19-06, authorizing reduction of tax extension for Levy Year 2018, as necessary, and authorize filing of Ordinance.

Roll Call Vote:
Ayes: Brad Duff-Hudkins, Michelle Alfano, Kimberly Duffy and Jackie Muscarella
Nays: None
Motion carried

D. Discussion and approval of the Annual Audit Report

Michelle Alfano made a motion, seconded by Kimberly Duffy to approve the Annual Audit Report.

Roll Call Vote:
Ayes: Brad Duff-Hudkins, Michelle Alfano, Kimberly Duffy and Jackie Muscarella
Nays: None
Motion carried

E. Authorize publication of Notice of Availability of Audit Report

Kimberly Duffy made a motion, seconded by Michelle Alfano to authorize publication of the Notice of Availability of Audit Report.
Roll Call Vote:
Ayes: Brad Duff-Hudkins, Michelle Alfano, Kimberly Duffy and Jackie Muscarella
Nays: None
Motion carried

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

Michelle Alfano made a motion, seconded by Jackie Muscarella to enact the Annual Statement of Revenues and Expenditures and authorize filing with the County Clerk.

Roll Call Vote:
Ayes: Brad Duff-Hudkins, Michelle Alfano, Kimberly Duffy and Jackie Muscarella
Nays: None
Motion carried

G. Discussion and consideration to update the Policy Manual, Section 5.12, Personal Vehicle Use for Library Business

Michelle Alfano made a motion, seconded by Kimberly Duffy to update the Policy Manual, Section 5.12, Personal Vehicle Use for Library business.

Roll Call Vote:
Ayes: Brad Duff-Hudkins, Michelle Alfano, Kimberly Duffy and Jackie Muscarella
Nays: None
Motion carried

H. Discussion and consideration of Library Employee Appreciation Day for 2020

Kimberly Duffy made a motion, seconded by Jackie Muscarella to approve a Library Employee Appreciation Day for 2020.

Roll Call Vote:
Ayes: Brad Duff-Hudkins, Michelle Alfano, Kimberly Duffy and Jackie Muscarella
Nays: None
Motion carried

I. Discussion of participating in City Christmas Party on Friday, December 13

Please let Dorothy know if attending.

J. Discussion revising the Employee Pay Scale to match market benchmarking

Dorothy explained the Acorn Library is behind in the employee pay scale when compared to other libraries.

4. Old Business

A. Discussion of FY19 Illinois Per Capita Grant Requirements

Dorothy stated that all have completed the training requirements required for FY19

B. Discussion of Sunday Hours
Dorothy stated it will be awhile before the Sunday hours will be implemented.

5. Correspondence - None

6. Open Forum

7. Executive Session – None

8. Adjournment

Michelle Alfano made a motion, seconded by Jackie Muscarella to adjourn the meeting.

Roll Call Vote:
Ayes: Brad Duff-Hudkins, Michelle Alfano, Kimberly Duffy and Jackie Muscarella
Nays: None
Motion carried.

Meeting adjourned at 8:15 p.m.

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Kimberly Duffy, Acting Secretary

Dated: ______________________, 2019