

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.

**Call to Order**

**Roll Call**

**Consent Agenda**

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

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.

**New Business**

**2019 Levy Ordinance No. 19-05**

**Enact Certificate of Compliance with Truth in Taxation Law**

**Ordinance No. 19-06, Reduction of tax extension for Levy Year 2018**

**Annual Audit Report**

**Publication of 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

**Annual Statement of Revenues and Expenditures**

**Update Policy Manual, Section 5.12**

**Employee Appreciation Day for 2020**

**City Holiday Party**

**Revising Employee Pay Scale**

**Old Business**

**FY19 Illinois per Capita Grant requirements**

**Sunday hours of operation**

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

**Correspondence**  
**Open Forum**  
**Executive Session**  
**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