Minutes of the Meeting of the Board
Of Trustees of the Acorn Public Library
Library Conference Room
December 11, 2019

1. The meeting was called to order at 7PM
   A. Those present were James J. Richmond, President; Mary Walter, Secretary; Brad Duff-Hudkins, Treasurer; Michelle Alfano, Kimberly Duffy, Jackie Muscarella, and Barbara Rhodes, 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

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

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. Public comments - None

2. Consent Agenda
   A. Approval of November 13, 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

Brad Duff-Hudkins made a motion and Barbara Rhodes seconded to approve the Consent Agenda.

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

3. New Business
   A. Consideration of Ordinance No.19-07, Abating Taxes on Library’s Bonds for Levy Year 2019

Jackie Muscarella made a motion, seconded by Mary Walter to adopt Ordinance No. 19-07, Abating Taxes on Library’s Bonds for Levy year 2019.
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 Ordinance No. 19-08, Setting the Regular Meeting Dates of the Board of Trustees for 2020

Mary Walter made a motion, seconded by Barbara Rhodes to enact Ordinance No. 19-08, Setting the Regular Meeting Dates of the Board of Trustees for 2020.

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

C. Consideration to adopt Resolution No.230, Amending Personnel Policy 5.12, Personal Vehicle Use for Library Business

Jackie Muscarella made a motion, seconded by Mary Walter to adopt Resolution No. 230, Amending Personnel Policy 5.12, Personal Vehicle Use for Library business.

Vote:
Ayes: James J. Richmond, Mary Walter, Brad Duff-Hudkins, Michelle Alfano, Kimberly Duffy, Jackie Muscarella and Barbara Rhodes
Nays: None
Motion carried

D. Discussion and consideration of updates to the Personnel Policy No.5.14, Sexual and other forms of Harassment

Kimberly Duffy made a motion, seconded by Mary Walter to approve the changes to the Personnel Policy No. 5.14, Sexual and other forms of Harassment.

Vote:
Ayes: James J. Richmond, Mary Walter, Brad Duff-Hudkins, Michelle Alfano, Kimberly Duffy, Jackie Muscarella and Barbara Rhodes
Nays: None
Motion carried

E. Consideration to adopt Resolution No. 231 to amending Personnel Policy No. 5.14, Sexual and other forms of Harassment

Mary Walter made a motion, seconded by Kimberly Duffy to adopt Personnel Policy No. 5.14, Sexual and other forms of Harassment.

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 and consideration of updates to the Personnel Policy No. 5.21, Substance Abuse Policy

Mary Walter made a motion, seconded by Jackie Muscarella to approve the updates to the Personnel Policy No. 5.21, Substance Abuse Policy.

Vote:
Ayes: James J. Richmond, Mary Walter, Brad Duff-Hudkins, Michelle Alfano, Kimberly Duffy, Jackie Muscarella and Barbara Rhodes
Nays: None
Motion carried

G. Consideration to adopt Resolution No. 232, amending Personnel Policy No. 5.21, Substance Abuse Policy

Michelle Alfano made a motion, seconded by Jackie Muscarella to adopt Personnel Policy No. 5.21, Substance Abuse Policy.

Roll Call Vote:
Ayes: James J. Richmond, Mary Walter, Michelle Alfano, Kimberly Duffy, Jackie Muscarella and Barbara Rhodes
Abstain: Brad Duff-Hudkins
Nays: None
Motion carried

H. Discussion and consideration of updates to the Facility Policy No. 4.1, Patron Behavior/Code of Conduct

Brad Duff-Hudkins made a motion, seconded by Mary Walter to approve updates of the Facility Policy No. 4.1, Patron Behavior/Code of Conduct

Vote:
Ayes: James J. Richmond, Mary Walter, Brad Duff-Hudkins, Michelle Alfano, Kimberly Duffy, Jackie Muscarella and Barbara Rhodes
Nays: None
Motion carried

I. Consideration to adopt Resolution No. 233, amending Facility Policy No. 4.1, Patron Behavior/Code of Conduct

Mary Walter made a motion, seconded by Brad Duff-Hudkins to approve amending Resolution No. 233, Facility Policy No. 4.1, Patron Behavior/Code of Conduct.

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

J. Discussion and consideration of Employee Wellness Incentive

Dorothy explained her desire to have employees participate in a program to compete and earn paid time off.
Brad Duff-Hudkins made a motion, seconded by Michelle Alfano to approve the Employee Wellness Incentive program.

Vote:
Ayes: James J. Richmond, Mary Walter, Brad Duff-Hudkins, Michelle Alfano, Kimberly Duffy, Jackie Muscarella and Barbara Rhodes
Nays: None
Motion carried

4. Old Business

A. Discussion of Employee Pay Scale

Dorothy explained the working hours of the present staff.

B. Discussion of Sunday Hours

There was discussion of implementing Sunday hours. Dorothy stated she wouldn’t like to see the Library start opening on Sundays, then having to stop.

5. Correspondence – Invitation from the African American Contractors Association to join them on November 26 from 10AM-Noon to help feed families in the Englewood and Austin neighborhoods.

6. Open Forum

There was some discussion of the Library offering foreign language programs. Also, there was a discussion about the “holding” of books for patrons.

7. Executive Session – None

8. Adjournment

Kimberly Duffy made a motion, seconded by Barbara Rhodes 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 8:27 p.m.

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Mary Walter, Secretary

Dated: ________________________________, 2019