

Minutes of the Meeting of the Board
Of Trustees of the Acorn Public Library
Library Conference Room
December 13, 2017

1. The meeting was called to order at 7:01 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

Jim Richmond 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

2. Consent Agenda

- A. Approval of November 8, 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

Consent Agenda

Jim Richmond 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

3. New Business

- A. Discussion and approval of the Annual Audit Report

New Business

Annual Audit Report

Zach discussed the report with the Trustees. John Williams from Hearne and Associates presented Acorn Library with drafts of the FY 2017 Annual Financial Report, Management Letter, Letter to Those Charged with Governance, adjusted Trial Balance, and an adjusted Journal Entries documents.

Jackie Muscarella made a motion and Barbara Rhodes seconded to approve the Annual Audit Report.

Vote:

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

Nays: None

Motion carried

B. Authorize Publication of Notice of Availability of Audit Report

Kim Duffy made a motion and Mary Walter seconded to authorize publication of Notice of Availability of audit report.

Vote:

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

Nays: None

Motion carried

C. Consideration of Ordinance No.17-06, Abating Taxes on Library’s Bonds for Levy Year 2017

Mary Walter made a motion and Jackie Muscarella seconded to approve enacting Ordinance No.17-06, Abating Taxes on Library’s Bonds 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 Ordinance No. 17-07, Setting the Regular Meeting Dates of the Board of Trustees for 2018

Jim Richmond made a motion and Kim Duffy seconded to enact Ordinance No. 17-07, Setting the regular meeting dates of the Board of trustees for 2018.

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. Discussion and Consideration of Adding Policy 4.10, Alcohol Policy

Zach discussed the Illinois Public Act 099-0559, allowing public libraries to have liquor at fundraisers, cultural programs and educational programs. He also commented on his contact with the City of Oak Forest and the Library attorney.

Jim Richmond made a motion and Jackie Muscarella seconded to approve adding Policy 4.10, to the Alcohol Policy.

Vote:

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

Nays: None

Motion carried

**Authorize
Publication of
Notice of
Availability of
Audit Report**

**Ordinance No.
17-06**

**Ordinance No.
17-07**

**Alcohol Policy -
Adding Policy
4.10**

F. Discussion and Consideration of Amending Policy 5.14, Sexual and other Forms of Harassment

Amending Sexual and Other Forms of Harassment to Policy 5.14

Zach discussed that the State of Illinois is requiring units of local government to adopt a sexual harassment policy by January 15, 2018. The Library's policy meets most of these requirements. Based on Management Association's updated template, Zach presented these additions to the Board.

Jim Richmond made a motion and Mary Walter seconded to make the suggested changes to Policy 5.14.

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

Old Business

A. Update on FY18 Illinois Per Capita Grant Requirements

FY18 Illinois Per Capita Grant Requirements

Zach has drafted responses for sections 5, 6 and 8. He will respond to the Illinois Public Library Per Capita Grant application by January 15, 2018.

B. Update on Strategic Planning

Strategic Planning Update

Zach stated that he has met with many community stakeholders. He and the Board discussed the survey. Zach also discussed with Brendan McCormick, Executive Director of the Good Shepherd Center, future collaborations to increase awareness of autism.

C. Update on 50th Anniversary Planning

50th Anniversary planning

Zach stated that a date will need to be set soon. The possibility of have several events throughout the year was discussed.

5. Correspondence

Correspondence

Jim presented a holiday card sent by CNB Bank and Trust.

6. Open Forum

Open Forum

Nancy commented that the center pieces made by Ann, Kim and Mary for the City Holiday party were beautiful. Good job!

7. Executive Session – None

Executive Session

8. Adjournment

Adjournment

Jackie Muscarella made a motion, seconded by Mary Walter 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 8:28 p.m.

James J. Richmond, Secretary

Dated: _____, 2018