

Minutes of the Meeting of the Board  
Of Trustees of the Acorn Public Library  
Library Conference Room  
April 11, 2018

1. The meeting was called to order at 7:02 p.m.

- A. Those present were Brad Duff-Hudkins, President; James J. Richmond, Secretary; Ann Harsy, Treasurer; Kim Duffy, 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
- D. Approval of Agenda and request changes to Agenda

**Call to Order**

**Roll Call**

Kim Duffy made a motion and Mary Walter seconded to approve the agenda.

Vote:

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

Nays: None

Absent: Jackie Muscarella

Motion carried

- E. Public comments

2. Consent Agenda

- A. Approval of March 14, 2018, 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 Barbara Rhodes seconded to approve the Consent Agenda.

Roll Call Vote:

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

Nays: None

Absent: Jackie Muscarella

Motion carried

**New Business**

3. New Business

- A. Ethics Filing with Cook County for Trustees

Zack reminded board to be sure to file.

**Cook Co.  
Trustee Ethics  
Filing**

- B. Semiannual review of Executive Session Minutes

Jim Richmond reported that there are no Executive Session minutes to release at this time.

**Exec. Session  
Minutes**

C. Discussion and consideration of Amending Policies 3.1 Circulation; 3.2 Fines and Fees and 3.3 Interlibrary Loan

**Amending Policies 3.1; 3.2; and 3.3**

Zach explained that he and Jane Young reviewed and compared circulation policies to present practices plus reviewed other nearby libraries' policies/procedures. Zach presented the requested amendments to the board.

Zach reported that Jacob Cole, Adult Services Assistant, has run numerous reports on yearly computer usage. He found that both the upper and lower level public computers are rarely filled to maximum capacity. The board requested he join them. There were several questions he answered. The board thanked him for his great job.

Jim Richmond made a motion and Mary Walter seconded to approve amending of Policies 3.1 Circulation; 3.2 Fines and Fees; and 3.3 Interlibrary Loan as presented.

Vote:

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

Nays: None

Absent: Jackie Muscarella

Motion carried

4. Old Business

**Old Business**

A. Update on Strategic Planning

**Strategic Planning Update**

Zach reported that the Management Association has provided five supplemental reports that break responses up into five categories based on Library-use frequency. There are five priority areas: Collections, Modernization, Patron Experience, Turning Outward and Staff Investment. Also discussed was the suggestion that a one-page strategic plan include a mission statement, vision statement and values.

Zach will be meeting with the Management Association soon to review next steps.

B. Update on 50<sup>th</sup> Anniversary Planning

**50<sup>th</sup> Anniversary planning**

Kim Duffy reported that the planning committee met on March 28 and shared the committee's ideas with the board. It was discussed as to how the event should be defined – Fundraising; a community awareness event; or celebration and recognition?

5. Correspondence – Thank you card and cake from staff, and note from Vicki Lamm

**Correspondence**

6. Open Forum

**Open Forum**

Nancy updated the board regarding The Friends. They are continuing to receive recipes for their planned cookbook.

7. Executive Session – None

**Executive Session**

8. Adjournment

**Adjournment**

Ann Harsy made a motion, seconded by Barbara Rhodes to adjourn the meeting.

Roll Call Vote:

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

Nays: None

Absent: Jackie Muscarella

Motion carried.

Meeting adjourned at 9:25 p.m.

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James J. Richmond, Secretary

Dated: \_\_\_\_\_, 2018