

Minutes of the Meeting of the Board
Of Trustees of the Acorn Public Library
Library Conference Room
May 11, 2016

1. The meeting was called to order at 7:06 p.m.

- A. Those present were Brad Duff-Hudkins, President; Ann Harsy, Treasurer; Vicki Lamm, Jackie Muscarella and Mary Walter, Trustees. Also present were Zach Musil, Director and Nancy Agler, Secretary to the Board
- B. Quorum determined
- C. Visitors present: None
- D. Approval of and request changes to agenda

Call to Order

Roll Call

Mary Walter made a motion and Vicki Lamm seconded to appoint Jackie Muscarella as Acting Secretary for this meeting.

Vote:

Ayes: Brad Duff-Hudkins, Ann Harsy, Vicki Lamm, Jackie Muscarella and Mary Walter

Nays: None

Absent: James J. Richmond and Kimberly Duffy

Motion carried

Mary Walter made a motion and Vicki Lamm seconded to approve the agenda.

Vote:

Ayes: Brad Duff-Hudkins, Ann Harsy, Vicki Lamm, Jackie Muscarella and Mary Walter

Nays: None

Absent: James J. Richmond and Kimberly Duffy

Motion carried

E. Public comments

2. Consent Agenda

- A. Approval of April 13, 2016, 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

Consent Agenda

Vicki commented on the excellent job Zach did on the financial reports.

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

Roll Call Vote:

Ayes: Brad Duff-Hudkins, Ann Harsy, Vicki Lamm, Jackie Muscarella and Mary Walter

Nays: None

Absent: James J. Richmond and Kimberly Duffy

Motion carried

3. New Business

A. Discussion of Library's presence at Oak Forest's Memorial Day Ceremony

After a brief discussion, Vicki Lamm volunteered to represent the Acorn Library at the City Memorial Day Ceremony on Monday, May 30, 2016, at 11AM.

B. Discussion and consideration of adding Policy 4.9 Security Camera Policy

Zach informed the Board that the security cameras have been installed; needs Board approval for Policy 4.9 Security Cameras.

Vicki Lamm made a motion and Jackie Muscarella seconded to approve Policy 4.9 Security Camera Policy as written.

Vote:

Ayes: Brad Duff-Hudkins, Ann Harsy, Vicki Lamm, Jackie Muscarella and Mary Walter

Nays: None

Absent: James J. Richmond and Kimberly Duffy

Motion carried

C. Discussion and consideration of Special Projects for FY17

- Zach presented his plan for special projects for FY17. The phone system needs upgraded. Zach contacted Heritage Technology Solutions, the company who installed the security cameras, and they presented a bid under \$15,000. HTS will give Acorn Library a discount of \$475 if the phone agreement is approved simultaneously with security camera proposal.
- The second proposal is for landscaping the south side lot (which may include constructing a pergola, planting trees, installing park benches, removing brick and repairing, adding, and stamping concrete) and the east side area (which may include demolishing/repairing the stairs, repairing and adding concrete, repairing/replacing railings, etc.). Since this will likely be a multi-year project, Zach suggested using the remaining \$85,000 toward this landscaping work. This work should correspond with the Acorn Library's 50th Anniversary celebration in March 2018.

Vicki Lamm made a motion and Mary Walter seconded to approve the Special Projects plan for FY17 as stated above.

Vote:

Ayes: Brad Duff-Hudkins, Ann Harsy, Vicki Lamm, Jackie Muscarella and Mary Walter

Nays: None

Absent: James J. Richmond and Kimberly Duffy

Motion carried

D. Discussion and consideration of FY17 Working Budget

Zach reviewed the Working Budget FY17 draft with the board. He pointed out the resignation of Dave Hoyer, Head of IT/Technical Services, as of June 3. Zach feels it will be more cost effective to hire a Technical Services Department head and outsource IT Services.

Jackie Muscarella made a motion and Vicki Lamm seconded to approve the FY17 Working Budget.

Vote:

Ayes: Brad Duff-Hudkins, Ann Harsy, Vicki Lamm, Jackie Muscarella and Mary Walter

New Business

**O. F. Memorial Day Ceremony
May 30 @ 11AM**

Security Camera Policy

**Special Projects for FY17 –
Phone System and Landscaping**

FY17 Working Budget

Nays: None
Absent: James J. Richmond and Kimberly Duffy
Motion carried

E. Discussion and consideration of rescheduling June 8, and July 13, 2016, regular Board Meetings

Rescheduling Board Meetings

After some discussion it was decided to change the June 8 meeting to June 15, 2016.

Ann Harsy made a motion and Mary Walter seconded to approve the change of the June board meeting to June 15, 2016.

Vote:
Ayes: Brad Duff-Hudkins, Ann Harsy, Vicki Lamm, Jacki Muscarella and Mary Walter
Nays: None
Absent: James J. Richmond and Kimberly Duffy
Motion carried

Old Business

4. Old Business

A. Discussion and consideration regarding Selecting an Auditor

Selecting an Auditor

Zach did not hear from any of the Simadis and Associates references. It was decided to stay with Hearne & Associates for their three-year proposal of \$5,350; \$5,550; and \$5,750.

Vicki Lamm made a motion and Jackie Muscarella seconded to approve the Hearne & Associates three-year proposal of \$5,350; \$5,550, and \$5,750.

Vote:
Ayes: Brad Duff-Hudkins, Ann Harsy, Vicki Lamm, Jackie Muscarella, and Mary Walter
Nays: None
Absent: James J. Richmond and Kimberly Duffy
Motion carried

B. Update on May 2016 Book sale event

The book sale will be May 13 and 14, 2016, from 10AM-3PM in the Library meeting room. Vicki Lamm is the chair person and has the Trustees and several Friends of the Acorn Public Library volunteering.

May Book Sale

C. Update on IMET Liquidating Trust

IMET Trust

Nothing to report.

5. Correspondence - None

Correspondence

6. Open Forum

Open Forum

Zach reported on the resignation of Dave Hoepfer, Head of IT/Technical Services. His last day will be June 3, 2016.

7. Executive Session

Executive Session

Vicki Lamm made a motion, seconded by Mary Walter to go into Executive Session under exception #2(c)(1) at 8:43 p.m.

Roll Call Vote:

Ayes: Brad Duff-Hudkins, Ann Harsy, Vicki Lamm, Jackie Muscarella and Mry Walter

Nays: None

Absent: James J. Richmond and Kimberly Duffy

Motion carried

The Board came out of Executive Session at 9:42 p.m.

Jackie Muscarella made a motion, seconded by Vicki Lamm to approve the Director's salary increase as discussed.

Roll Call Vote:

Ayes: Brad Duff-Hudkins, Ann Harsy, Vicki Lamm, Jackie Muscarella and Mary Walter

Nays: None

Absent: James J. Richmond and Kimberly Duffy

Motion carried.

8. Adjournment

Jackie Muscarella made a motion, seconded by Mary Walter to adjourn the meeting.

Roll Call Vote:

Ayes: Brad Duff-Hudkins, Ann Harsy, Vicki Lamm, Jackie Muscarella and Mary Walter

Nays: None

Absent: James J. Richmond and Kimberly Duffy

Motion carried.

Meeting adjourned at 9:45 p.m.

Jackie Muscarella, Acting Secretary

Dated: _____, 2016