

Minutes of the Meeting of the Board  
Of Trustees of the Acorn Public Library  
Library Conference Room  
June 14, 2017

1. The meeting was called to order at 7:03 p.m.

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

**Call to Order**

**Roll Call**

Jim Richmond made a motion and Kim Duffy seconded to make changes to the agenda.

Vote:

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

Nays: None

Motion carried

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

Vote:

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

Nays: None

Motion carried

- E. Public comments
- F. Discussion of vacant Board position

Barbara Rhodes has applied for the vacant Acorn Library board position. Barbara presented a resume and the board asked several questions.

2. Consent Agenda

- A. Approval of May 17, 2017, 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**

The board complimented the staff on their monthly reports – very informative information.

Ann Harsy discussed the interest rates for CD's with CNB. She and Karen Miner met with the bank personnel and CNB agreed to give the Library a rate of .75% for \$250,000 for 12 months.

Jim Richmond made a motion and Jackie Muscarella seconded to approve the Consent Agenda.

Roll Call Vote:

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

Nays: None

Motion carried

3. New Business

A. Discussion and Consideration of approving changes to Subsection 1.3F of *Section 3: Services*

The Acorn Library will be going forward with automatic renewals suggested by SWAN. Zach presented a renewal proposal.

Jim Richmond made a motion, seconded by Mary Walter to approve the proposed policy renewal amendment.

Vote:

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

Nays: None

Motion carried

B. Consideration of Secretary to the Board's Contract Renewal

The Board discussed increasing the fee paid to Nancy Agler to \$140. This is the first increase since Nancy started in 2012.

Kim Duffy made a motion, seconded by Jim Richmond to increase the fee paid to Nancy Agler from \$120 to \$140 per meeting.

Vote:

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

Nays: None

Motion carried

C. Discussion and consideration of Prevailing Wage Ordinance – Ordinance No.17-01

The Library is mandated to pass this ordinance every fiscal year.

Kim Duffy made a motion, seconded by Mary Walter to pass the Prevailing Wage Ordinance No. 17-01.

Roll Call Vote:

Ayes: Ann Harsy, Kimberly Duffy, Jackie Muscarella and Mary Walter

Nays: Brad Duff-Hudkins and James J. Richmond

Motion carried

D. Discussion and Consideration of Resolution No. 218 for establishing a fee for Non-resident Cards

Kim Duffy made a motion, seconded by Jim Richmond to adopt Resolution No. 218 for establishing a fee for non-resident cards.

Roll Call Vote:

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

Nays: None

Motion carried

**New Business**

**Subsection 1.2F  
of Section 3:  
Services**

**Secretary to the  
Board's Contract  
Renewal**

**Prevailing Wage  
Ordinance No.  
17-01**

**Resolution No.  
218, fee for Non-  
resident cards**

E. Discussion and Consideration of Resolution No. 219, Adopt Changes to Policies in *Section 5: Personnel*

**Resolution No. 219, Section 5: Personnel**

Jackie Muscarella made a motion, seconded by Jim Richmond to adopt Resolution No. 219, Changes to the Library Policy manual, *Section 5: Personnel*

Vote:

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

Nays: None

Motion carried

F. Discussion and Consideration of Resolution No. 220 to Adopt Changes to Subsection *1.3F, Section 3: Services*

**Resolution No. 220, Subsection 1.3F, Section 3: Services**

Mary Walter made a motion, seconded by Jim Richmond to adopt Resolution No. 220, Changes to Subsection *1.3F, Section 3: Services*

Vote:

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

Nays: None

Motion carried

G. Discussion and Consideration of 2017 Pergola Construction Project

**Pergola project**

Zach updated the board on the pergola project and presented a listing of contractors who made bids and the amounts. After much discussion, the board decided not to pursue this project at this time.

Ann Harsy made a motion, seconded by Mary Walter to reject all bids for the pergola due to being over Acorn Library's budget.

Vote:

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

Nays: None

Motion carried

4. Old Business

**Old Business**

A. Report on Memorial Day Ceremony

**Memorial Day**

Representing the Acorn Library, Kim Duffy and Jackie Muscarella presented a wreath at the Oak Forest ceremony.

5. Correspondence

**Correspondence**

- 1) The Library received a letter to advise that the Village of Tinley Park officially annexed certain property into the Village.
- 2) The Board of Trustees received an invitation for June 7, 2017, to attend a Library Trustee and State Elected Official meet and greet.

6. Open Forum

**Open Forum**

Jackie commented on the lack of plants at the entryway. Zach stated the Library will be adding plants in this area.

Nancy advised the board that Marianne Cursio is the Friends new Used Book Chairperson. Also, the June 3,

Summer Reading program kickoff was well attended.

7. Executive Session

**Executive  
Session**

Kim Duffy made a motion, seconded by Jackie Muscarella to go into Executive Session under exception No. 2(c)(1) at 8:38 p.m.

Roll Call Vote:

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

Nays: None

Motion carried

The Board came out of Executive Session at 10:08 p.m.

Mary Walter made a motion, seconded by Kimberly Duffy to approve the Director’s salary increase as discussed.

Roll Call Vote:

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

Nays: None

Motion carried

**Adjournment**

8. Adjournment

Jackie Muscarella made a motion, seconded by Kim Duffy to adjourn the meeting.

Roll Call Vote:

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

Nays: None

Motion carried.

Meeting adjourned at 10:09 p.m.

\_\_\_\_\_  
James J. Richmond, Secretary

Dated: \_\_\_\_\_, 2017