

Minutes of the Meeting of the Board  
Of Trustees of the Acorn Public Library  
Library Conference Room  
August 10, 2016

1. The meeting was called to order at 7PM.

- A. Those present were Brad Duff-Hudkins, President; James J. Richmond, Secretary; Ann Harsy, Treasurer; Kimberly Duffy, 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 Jackie Muscarella seconded to approve the agenda.

Vote:

Ayes: James J. Richmond, Ann Harsy, Kimberly Duffy, Vicki Lamm, Jackie Muscarella and Mary Walter

Nays: None

Motion carried

E. Public comments

2. Consent Agenda

- A. Approval of July 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**

Kim Duffy made a motion and Jim Richmond seconded to approve the Consent Agenda.

Roll Call Vote:

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

Nays: None

Motion carried

**New Business**

3. New Business

- A. Consideration of Resolution No. 214 to Adopt Changes to Policy 3.1 regarding Hot Copy items

**Hot Copy Policy  
3.1**

Jim Richmond made a motion and Mary Walter seconded to adopt the changes to Policy 3.1, Subsection 3, that will limit Hot Copy items to Acorn Public Library District cardholders only.

Vote:

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

Nays: None

Motion carried

B. Discussion of Public Act 099-0604

**Public Act 099-0604**

Zach presented information regarding House Bill 4379, "Local Government Travel Expenses," which will take effect January 1, 2017. The Acorn Public Library District's Policy 5.11, "Professional Growth and Development" touches upon many of these items in this Public Act, but may require slight modifications/amendments through resolution to comply with this new act.

In the future, there will be forms to fill out and submit for approval by officers and employees. Zach will put information together for the next Trustee board meeting.

**Old Business**

4. Old Business

A. Audit of Secretary's Records

**Audit of Secretary's Records**

Brad Duff-Hudkins and Jim Richmond conducted the annual audit for July 2015 to June 2016. All minutes were found to be in order and there were no recommendations made.

B. Discussion and Consideration of East side landscaping work

**East side landscaping**

Zach and the Board discussed the removal of the stairs and putting in soil and plants. A proposal for the removal and disposal of concrete and railings was presented by Frazier Concrete, Inc. Also, a proposal was presented from American Lawn for the landscaping of the area. The Board requested a sketch of the proposals, which Zach will have for review at the September meeting.

C. Update on Strategic Planning

**Strategic Plan**

Zach updated the board on progress using the Appreciative Inquiry plan for two employees who resigned. He stated that the employees appreciated being asked their opinions regarding their positions.

D. Update on IMET Liquidating Trust

**IMET Trust**

Nothing new to report.

5. Correspondence – None

**Correspondence**

6. Open Forum

**Open Forum**

Zach informed the Board that the Community Awareness Fair will be on October 1, 2016, at the Oak Forest High School from 10AM – 3PM. It was suggested that the Acorn Library have a table to include the Friends of the Acorn Library.

Zach reported that a patron requested that the critically acclaimed movie, "Shame," directed by Steve McQueen, be removed from the Acorn Library. In accordance with Library policy and its position on intellectual freedom, the movie will not be removed from the collection.

**Executive Session**

7. Adjournment

**Adjournment**

Vicki Lamm 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, Vicki Lamm, Jackie Muscarella and Mary Walter

Nays: None

Motion carried.

Meeting adjourned at 8:25 p.m.

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James J. Richmond, Secretary

Dated: \_\_\_\_\_, 2016