

Minutes of the Meeting of the Board
Of Trustees of the Acorn Public Library
Library Conference Room
September 14, 2016

1. The meeting was called to order at 7:15 p.m.

- 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

Vicki Lamm made a motion and Jackie Muscarella seconded to approve the agenda.

Vote:

Ayes: Brad Duff-Hudkins, 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 August 10, 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

Jim Richmond made a motion and Vicki Lamm 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. Enact Budget and Appropriation Ordinance No. 16-03

**Budget and
Appropriation
Ordinance No.
16-03**

Jim Richmond made a motion and Ann Harsy seconded to enact the Budget and Appropriation Ordinance No. 16-03.

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

B. Authorize posting and publication of Certified Copy of Budget and Appropriation Ordinance

Posting of Certified Copy of Budget and Appropriation Ordinance

Jim Richmond made a motion and Vicki Lamm seconded to approve the posting and publication of a Certified Copy of the Budget and Appropriation Ordinance.

Vote:

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

C. Enact Certificate of Estimated Revenues

Certificate of Estimated Revenues

Jim Richmond made a motion and Jackie Muscarella seconded to enact the Certificate of Estimated Revenues.

Roll Call Voted:

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

D. Semiannual review of Executive Session Minutes

Review of Executive Session Minutes

The board decided to take no action at this time.

E. Discussion of Community Awareness Fair – Saturday, October 1, 2016

Community Awareness Fair

The Community Awareness Fair will be Saturday, October 1, from 10AM to 2PM at Oak Forest High School. Zach will set up a table, which will be shared with The Friends volunteers. Zach will have a video presentation and fliers to hand out. Trustees volunteering to help: Ann, Kim, Mary and Jim.

F. Consideration of closing the Library for a staff In-Service day on Friday, December 2, 2016

Library In-Service Day

Zach discussed having the employees attend the Area Training for Librarians and Staff (ATLAS) annual multi-library development day at the Tinley Park Convention Center from 9AM to Noon. Following the seminar, the staff will return to the Library to discuss what they learned and how they can apply it to their work. Also, Zach would like to discuss with the staff the strategic plan. Lunch will be provided.

Kimberly Duffy made a motions, seconded by Mary Walter to close the Library on December 2 for a staff In-Service day.

Vote:

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

G. Discussion of changes to Policy 5.11, Subsection 2 – Expense Reimbursement for Conferences

**Policy 5.11,
Subsection 2 –
Expense
Reimbursement**

Zach explained that to comply with the new Local Government Travel Expense Control Act, the Library will need to make several amendments to Policy 5.11, “Professional Growth and Development,” Subsection 2, “Expense Reimbursement for Conferences.” It will go into effect on January 2, 2017. Zach stated that it will be a few months before the changes will be ready to present to the board.

H. Discussion of amendments to Public Act 099-0559

**Public Act 099-
0559**

On July 15, 2016, Illinois Public Act 099-0559 was enacted, amending the Liquor Control Act of 1934 to allow public library districts to have liquor for fundraising and programming events. Public Library Districts must have all appropriate policies and insurance in place. Zach will inquire about insurance and premiums.

4. Old Business

Old Business

A. Update on Annual Audit

Annual Audit

Zach stated that the audit was completed.

B. Discussion and Consideration of East side landscaping work

**East side
landscaping**

The board discussed the landscaping layout and proposal from American Lawn.

Ann Harsy made a motion, seconded by Vicki Lamm to approve the East side landscaping proposal by American Lawn to not exceed 50 percent of the quoted price between \$3,500 and \$4,000.

Vote:

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

Nays: None

Motion carried

C. Update on Strategic Planning

Strategic Plan

Zach stated that he will set up a date with employees to start the learning process and discussion.

5. Correspondence

Correspondence

There was an invitation to attend an open house at the CNG Bank & Trust Palos Heights facility on Thursday, October 6 from 5-7PM.

An invitation was received to attend and speak at the annual African American Contractors Association on July 16, 2016, from 8AM – 11AM.

The 2016 Illinois Bond Election Workshop sent an invitation for a seminar on Friday, September 16 from 9AM – Noon.

6. Open Forum

Open Forum

Nancy reported that at the Friends of the Acorn Public Library executive committee meeting on September 13, the committee unanimously approved funding three “asks” presented by Zach.

- Youth Services Program – Holiday Puppet show = \$215

- Youth Services Program – Santa Visit = \$200
- Automated External Defibrillator = \$1,304

Jackie discussed the availability of the Library meeting room for outside events wanting to meet more than once a month.

7. Executive Session - None
8. Adjournment

**Executive
Session**
Adjournment

Kimberly Duffy 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 9:09 p.m.

James J. Richmond, Secretary

Dated: _____, 2016