

Minutes of the Meeting of the Board
Of Trustees of the Acorn Public Library
Library Conference Room
February 12, 2020

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

- A. Those present were James J. Richmond, President; Mary Walter, Secretary; Brad Duff-Hudkins, Treasurer; Michelle Alfano, Kimberly Duffy, Jackie Muscarella, and Barbara Rhodes, Trustees. Also present were, Dorothy Koll, Director and Nancy Agler, Secretary to the Board
- B. Quorum determined
- C. Recognition of visitors at meeting – None
- D. Approval of Agenda and request changes to Agenda

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

Roll Call Vote:

Ayes: James J. Richmond, Mary Walter, Brad Duff-Hudkins, Michelle Alfano, Kimberly Duffy, Jackie Muscarella and Barbara Rhodes

Nays: None

Motion carried

- E. Public comments - None

2. Consent Agenda

- A. Approval of January 8, 2020, 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

Mary Walter made a motion and Michelle Alfano seconded to approve the Consent Agenda.

Roll Call Vote:

Ayes: James J. Richmond, Mary Walter, Brad Duff-Hudkins, Michelle Alfano, Kimberly Duffy, Jackie Muscarella and Barbara Rhodes

Nays: None

Motion carried

3. New Business

- A. Discussion and consideration of updates to the Services Policy 3.1, Circulation; and 3.2, Fines and Fees

Dorothy stated she would like to change the DVD loan limit to 10.

Jackie Muscarella made a motion and Mary Walter seconded to approve the updates to the Services Policy 3.1, Circulation; and 3.2 Fines and Fees.

Call to Order

Roll Call

Consent Agenda

New Business

**Policy 3.1,
Circulation**

**Policy 3.2, Fines
and Fees**

Roll Call Vote:

Ayes: James J. Richmond, Mary Walter, Brad Duff-Hudkins, Michelle Alfano, Kimberly Duffy, Jackie Muscarella and Barbara Rhodes

Nays: None

Motion carried

- B. Consideration of Resolution No. 234 to amend Services Policy 3.1, Circulation; and 3.2, Fines and Fees

Resolution No. 234; Services Policy 3.1

Mary Walter made a motion, seconded by Barbara Rhodes to adopt Resolution No. 234.

Roll Call Vote:

Ayes: James J. Richmond, Mary Walter, Brad Duff-Hudkins, Michelle Alfano, Kimberly Duffy, Jackie Muscarella and Barbara Rhodes

Nays: None

Motion carried

- C. Discussion and consideration regarding updates to the Annual Employee Evaluation Form

Annual Employee Evaluation Form

Brad Duff-Hudkins made a motion, seconded by Mary Walters to adopt changes and updates to the Annual Employee Evaluation form.

Roll Call Vote:

Ayes: James J. Richmond, Mary Walter, Brad Duff-Hudkins, Michelle Alfano, Kimberly Duffy, Jackie Muscarella and Barbara Rhodes

Nays: None

Motion carried

- D. Discussion of Annual ATLAS Trustee Workshop, Saturday, May 9, at Alsip-Merrionette Park Library
- E. Discussion and consideration of updating Personnel Policy 5.5, Pay Increases, to include a more thorough compensation philosophy.

ATLAS Trustee Workshop

Personnel Policy 5.5, Pay Increases

Brad Duff-Hudkins made a motion, seconded by Mary Walter to adopt Personnel Policy 5.5, Pay Increase philosophy.

Roll Call Vote:

Ayes: James J. Richmond, Mary Walter, Brad Duff-Hudkins, Michelle Alfano, Kimberly Duffy, Jackie Muscarella and Barbara Rhodes

Nays: None

Motion carried

- F. Discussion and consideration of FY21 Salary Schedule

FY21 Salary Schedule

Jackie Muscarella made a motion, seconded by Barbara Rhodes to adopt the FY21 Salary schedule.

Roll Call Vote:

Ayes: James J. Richmond, Mary Walter, Brad Duff-Hudkins, Michelle Alfano, Kimberly Duffy, Jackie Muscarella and Barbara Rhodes

Nays: None

Motion carried

G. Update on the January 12 flood of the Lower Level

Dorothy reported that the downstairs level was closed for three weeks. Some parts of walls had to be replaced and all walls were painted, and the carpet cleaned.

Jan. 12 lower level flood

H. Discussion of amendment to Board’s By-Laws, Article VI, Section 4; Order of Business

Board’s By-Laws, Article VI, Section 4, Order of Business

I. Consideration of Resolution No. 235 to amend Board’s By-Laws, Article VI, Section 4, Order of Business

After discussion, the Board decided to not consider Resolution No.235 at this time.

4. Old Business

Old Business

A. Discussion of Participating in Oak Forest’s Tenth Annual Fleadh, Saturday, March 7, 2020

Fleadh, Sat., March 7, 2020

B. Discussion of Employee Wellness Incentive

Employee Wellness Incentive

This walking program will run from March 1 through July 31. Any employee who walks 1,000,000 steps (500 miles) will earn three hours of paid time off.

5. Correspondence – 1) A TIF meeting is being held on February 20, 2020. 2) Invitation from African American Contractors Association to attend their annual membership/awards reception on March 11, 2020

Correspondence

6. Open Forum

Open Forum

There was mention of Illinois House Bill No. 4135.

Executive Session

7. Executive Session – None

8. Adjournment

Adjournment

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

Roll Call Vote:

Ayes: James J. Richmond, Mary Walter, Brad Duff-Hudkins, Michelle Alfano, Kimberly Duffy, Jackie Muscarella and Barbara Rhodes

Nays: None

Motion carried.

Meeting adjourned at 8:20 p.m.

Mary Walter, Secretary

Dated: _____, 2020