

**MINUTES OF THE MEETING OF THE BOARD
OF TRUSTEES OF THE ACORN PUBLIC LIBRARY
February 10, 2010**

1. The meeting was called to order at 7:04 p.m.
2. Those present were Jim Richmond, President, Kimberly Duffy, Treasurer, Jacqueline Muscarella, Secretary, Martin Durbin, Susan Vigorita, Sheri Halwax and Chuck Newman, Trustees. Also present Mary Tuytschaevers, Director.
3. There were a few questions about a couple of invoices. Martin inquired about the AT&T contract invoice and what this covered. Mary was not sure and will be checking with Karen. Martin noted that inside wiring is not the responsibility of AT&T but rather the responsibility of the owner of the building and in the event that service was required there would be a separate charge for that. Martin also inquired about two invoices listed as being for copiers. Mary thought one was for copier maintenance and supplies and the other was mislabeled and was actually for the quarterly maintenance agreement for printers.

Kim inquired about how much tax money the library received. Mary explained that the library received about 10%. Mary noted that the money has been distributed but that Cook County is holding onto it. Kim wondered how much that amounted to. Mary thought it was around \$400,000. The statement shows the money was received in the account. Mary thought the library was supposed to get around \$940,507 and according to gross taxes distributed we have received \$893,699, but in fact have only received around \$400,000. Mary stated Karen thought the county must be keeping it because it is not in the library's bank account and it has not been transferred yet. Mary noted refunds are still being given to people who are complaining about their taxes. Martin wondered if there were any time frames as to when these monies will be distributed.

Susan Vigorita made a motion, seconded by Martin Durbin to approve the consent agenda as follows:

- a. Approval of January 6, 2010 Committee Meeting Report
- b. Approval of January 13, 2010 Regular Board Meeting Minutes
- c. Approval of January 27, 2010 Committee Meeting Report
- d. Treasurer's Report
- e. Approval of Bills
- f. General Fund Income and Disbursement Report
- g. Director's Report
- h. Departmental Reports
- i. Reports on meetings attended by Board and Staff

Roll Call Vote:

Ayes: Jim Richmond, Kimberly Duffy, Jacqueline Muscarella, Susan Vigorita, Martin Durbin, Chuck Newman and Sheri Halwax.

Nays: None

Absent: None

“7” ayes, “0” nays, “0” absent – Motion carried.

4. Mary would like the Board to approve a Staff Development Day for March 19th. The day would be used to install and train the staff on the PC Reservation system. In addition there would be a seminar in the morning about being safe and secure in the library environment. The seminar would give tips on what to watch for, being safe coming and going at night and going to your car. Mary noted the seminar and training would most likely be over by 4:00 – 4:30 p.m. Jim stated that MLS should be notified and notices posted informing patrons of the closure.

Call to Order

Roll Call

Consent Agenda

**Staff Development
Day**

Jackie Muscarella made a motion, seconded by Sheri Halwax to close the library for a Staff Development Day on March 19, 2010.

Roll Call Vote:

Ayes: Jim Richmond, Kimberly Duffy, Jacqueline Muscarella, Susan Vigorita, Martin Durbin, Chuck Newman and Sheri Halwax.

Nays: None

Absent: None

“7” ayes, “0” nays, “0” absent – Motion carried.

Mary also mentioned that the U.S. Census Bureau will be setting up a table at the library and will be here until April 19th. They will be here as a resource for people filling out the census forms.

5. Discussion took place about purchasing a new EMS control panel to take advantage of the grant money (in the amount of \$4,680) that is available which is 10% of the quote; not the 20% originally stated last month. The consensus was that the EMS does need to be replaced. Martin explained that ideally the EMS and boiler should be replaced at the same time but if the funds are not available for both then we should proceed with the EMS. Murphy Miller stated that the new EMS would result in increased energy efficiency and less service calls as it can be maintained remotely. It was noted that new bids were not necessary as the library could use the three bids they had already received.

EMS Panel

Martin Durbin made a motion, seconded by Jackie Muscarella to accept the grant to purchase the new EMS control panel.

Roll Call Vote:

Ayes: Jim Richmond, Kimberly Duffy, Jacqueline Muscarella, Susan Vigorita, Martin Durbin, Chuck Newman and Sheri Halwax.

Nays: None

Absent: None

“7” ayes, “0” nays, “0” absent – Motion carried.

6. The two new designs Pat Callahan provided, E and F were then discussed. Mary noted that she and most of the staff preferred Plan E as it would afford the staff better visualization to monitor what is going on. They also liked the layout of the offices near the reading room. Martin also liked Plan E because of the larger public space as you enter the library. Mary also likes the option that Karen’s office could have a window. There was some discussion about the Board room and what it is routinely used for. Mary noted that the department heads and Friends of the Library meetings take place in the board room. The board room is also used by department heads to conduct evaluations. Some Board members felt the room is rather large, as well as some of the offices and perhaps space could be trimmed from these to provide larger open areas for public use.

Architect Plans

The storage area was discussed and the fact that eventually the boiler will need to be replaced. As such, consideration needs to be given to the fact that the old one will need to be removed and a new one brought in when considering size and access.

Martin wondered about the interruption to library services when the renovation is taking place. Mary explained that they will do it in such a way that there will be minimal interruption, although the library would most likely have to close when the painting and carpeting take place.

Martin also inquired as to whether or not the cost included sprinklers for the whole building. Mary thought it did, but would check this to confirm. Kim thought it would be nice if the Board could have a breakdown to see exactly what is included.

Fundraising ideas were mentioned. Mary reminded the Board that it was Acorn Library Day at

Barnes & Noble on February 20th and that 10 to 15% of sales will be given to Acorn if you mention the library. She also noted that a fundraiser could be done through Francesca's whereby if you dine there on a certain day a percentage of sales is donated. Kim wondered about getting corporate donations. She noted in the past Food for Less has donated. The option of reminding people to remember their library when estate planning was brought up. Also fundraisers that allow patrons to purchase a chair or have their name on a donation wall were discussed. Donations could be solicited for particular things in the library, i.e. the fireplace, board room, etc. It was suggested to put something in the next newsletter about helping with the remodeling by donating. Kim will look into options about obtaining donors.

Funding for the renovation was the next topic. The Build America Bonds have a good rate in the upper 3 to low 4 ranges. Jamie assured Mary that he would get the best rate. Mary expects that the library will go into the bond in a good position and get a good term and a good rate. It was estimated that the library would need \$1.2 million in bonds. Jamie would have to come back to the Board to discuss particulars to get the final amount. Mary noted that she would like to keep \$600,000 in reserve since it is uncertain when the county will disburse any money and also how much money the library would get. Mary thought it would be a good idea to try to contact someone at the county level to see if we could get any answers on this. She will try to contact the Treasurer's office.

A consensus was reached that the Board preferred Plan E for the proposed renovation with some slight modifications. Martin Durbin made a motion, seconded by Susan Vigorita to move forward with Plan E.

Roll Call Vote:

Ayes: Jacqueline Muscarella, Susan Vigorita, Martin Durbin, Chuck Newman and Sheri Halwax.

Nays: Jim Richmond, Kimberly Duffy

Absent: None

“5” Ayes, “2” Nays, “0” absent. Motion carried.

Jim noted that although he liked Plan E too, he voted against the motion simply because he questions whether we can financially afford a project of this amount. Kim agreed. It was also noted that if the Board had any further questions regarding the plan they should direct them to Mary and she will contact the appropriate party. With regard to planning for fundraising, Kim, Jackie, and Martin agreed to work on this.

Now that a plan was finalized the next step would be to get any questions answered by Pat and Angie and obtain a final plan and final cost. Mary reminded the Board that this could be done in stages but just wasn't sure how that might impact doing it with bonds. The Board needs to determine what can be afforded and whether or not it can or should be broken up into stages and what kind of cost cutting could be done. All felt that the addition would be the first thing that would be done.

7. Mary received a letter from Jill Ames thanking the library for having such a great reference librarian.

Correspondence

8. The question was raised about how Jerry, who does the shoveling and snowblowing, is getting paid. Mary noted that he will be getting a 1099. Brief discussion took place regarding receiving a 1099 versus invoicing. Jim felt that he actually works as an independent contractor and that there would not be any problem paying him this way. Martin noted that he should have his own insurance. Mary indicated that the library does have a contract with him that was suggested by Jim Smaron who felt that everything would be in order.

Open Forum

Sheri Halwax attended a recent MLS Trustee Director forum from which she learned a lot. She thought it was excellent meeting. She learned a lot of information about what a library board and director are supposed to do. Several libraries, some with speakers, were there which one had just finished a renovation. She also noted that many libraries have committees to review policies once

every one or two years and wondered if anyone would be interested in a policy committee to look over policies and come back to the board with a report.

Jim noted that the Board got away from standing committees years ago due to issues with cooperation between committee and board members. The committees were found to be ineffective at that time. Mary noted that a committee can work on certain issues/policies as they arise. Jim did state that the policy manual should be reviewed at least every two years and wondered what was the best way to do it; whether piecemeal or by committee. Sheri did note that as a trustee she felt the need to be more informed about the policy manual in general. Jim reminded the Board that the manual was updated in the very recent past and put online. Mary felt that the manual could be reviewed a section at a time. She also felt that this was not a priority at this time in light of the remodeling unless something came up which needed review. Jim thought the original by-laws called for at least 7-8 committees, but noted that the library has not had standing committees for some time now. Sheri again stated how much she enjoyed the meeting and encouraged other trustees to consider attending future meetings.

Jackie asked about the meeting room policy. She wanted to know if the organizations that rent it out for evening meetings have to leave the library at the regular closing time. Mary indicated that those meetings do have to conclude by closing time.

Mary noted that MLS is trying to keep health care costs down. They are presently negotiating with different insurance carriers and looking at increasing deductibles and/or increasing the co-pays from 90% to 80%; both of which would help to bring costs down.

Martin Durbin asked if each library was still supporting MLS. Mary indicated that MLS did receive their money but it is only through the end of the year. She was not sure what will happen next year. She also stated that SWAN is looking to become its own entity. Tinley Park is willing to take them and rent out a room to them so they can do all that they need to do. We are paying an extra \$500.00 for five things that they used to do for free, and now we must pay for them to do.

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

Adjournment

Roll Call Vote:

Ayes: Jim Richmond, Kimberly Duffy, Jacqueline Muscarella, Susan Vigorita, Martin Durbin, Chuck Newman and Sheri Halwax.

Nays: None

Absent: None

“7” ayes, “0” nays, “0” absent – Motion carried. Meeting adjourned 8:44 p.m.

Jacqueline Muscarella, Secretary

Dated: _____, 2010