

**MINUTES OF THE MEETING OF THE BOARD  
OF TRUSTEES OF THE ACORN PUBLIC LIBRARY  
May 12, 2010**

1. The meeting was called to order at 7:01 p.m.
2. Those present were Jim Richmond, President, Kimberly Duffy, Treasurer, Jacqueline Muscarella, Secretary, Martin Durbin, Sheri Halwax and Chuck Newman, Trustees. Susan Vigorita, Trustee, absent. Also present were Mary Tuyschaeyers, Director and Debra Tetlak, Secretary to Board.

The Board welcomed Pat Callahan and Angie Levinsky from StudioGC.

The Board also welcomed Oak Forest residents Brenda and Kent Hook, and Tony Riales.

Jim proposed moving the update on library plans before the consent agenda.

Without objection, Jim allowed Brenda Hook to address the Board. She was disappointed with the proposed renovations to the library in that she felt as a resident she had not been given an opportunity to provide her thoughts and feelings about any renovations and was just being told what was to happen with the library. She felt that the library did not need any changes and that there were better ways to use funds on hand, i.e. longer hours, salaries, more computers. She also stated that she felt this was not a good time to be undertaking a project such as this due to the general state of the economy.

Jim Richmond thanked Ms. Hook for her comments. He explained that the Library had undertaken three surveys to obtain input from the community as to what they would like to see the library upgrade or change. He also noted that this information has been posted on the library's website. Mary then explained how the various surveys were conducted. Ms. Hook inquired how the library was going to fund the work and what the renovation plans included. Jim and Mary explained that the library has been saving for a number of years to fund capital improvements. The library is 30 years old and is in need of updating and renovation. Plans would include new carpeting and painting, reorganization to recapture unused space with some additional improvements planned.

Brenda and Kent Hook then departed the meeting at approximately 7:30 p.m.

Pat and Angie presented the latest updates to the plans for the upper and lower levels. The changes incorporated provide for the highly efficient use of space with adequate ergonomics and efficiency of staff space. The circulation and reference work areas are smaller than the previous design with more space allowed for the CD/DVD collection. The space is being used more efficiently, giving back more space to the patrons.

Green options were discussed. The Board liked the option for a green canopy for the front entrance. The green canopy allows for vegetation to grow up the side of the canopy if so desired, allowing for a very distinctive entrance. The Board also liked the plans for the east entrance with keeping the windows and adding the seating and planters outside.

Jackie inquired about a list of itemized costs for the work proposed. Pat stated that the bids will be broken down into sections with basically an "ala carte" type menu where the Board will have the ability to pick and choose which items they will go forward with. Pat offered to present the proposal to the public if the library chose to do so.

Pat and Angie concluded the presentation and left the meeting at approximately 8:06 p.m. Kim Duffy made a motion, seconded by Sheri Halwax, to take a brief recess while StudioGC broke down their equipment. Meeting in recess at 8:06 p.m.

Kimberly Duffy made a motion, seconded by Jackie Muscarella, for the meeting to be called back

**Call to Order**

**Roll Call**

**Library Plans**

into session. The meeting was called back to session at 8:14 p.m.

3. Jackie Muscarella wondered why she received the hard copy of the newsletter and a day later received an e-mail copy. Mary thought that some residents were only getting e-mails. She was going to look into it. Jackie also inquired whether or not Mary needed a copy of the ethics statement. Mary stated that she does need a copy for each of the Board members for the file.

Kim Duffy asked about a check for \$100 for mileage reimbursement. Mary explained that this was for mileage for Eric when he went to Starved Rock for the Synergy Program. Jim asked what Synergy was. Mary explained that Eric was recommended by Bob Doyle (ILA Executive Director) and the program is to promote leaders in the state. She stated that Eric was happy to be selected.

Jim Richmond inquired about the coin operators. Mary explained these are used for PC Reservations and there is a unit on both the upper and lower levels.

Jackie Muscarella made a motion, seconded by Sheri Halwax to approve the consent agenda as follows:

1. Consent Agenda
  - a. Approval of April 14, 2010 Regular Board Meeting Minutes
  - b. Approval of April 28, 2010 Committee of the Whole Report
  - c. Treasurer's Report
  - d. Approval of Bills
  - e. General Fund Income and Disbursement Report
  - f. Director's Report
  - g. Departmental Reports
  - h. Reports on meetings attended by Board and Staff

Roll Call Vote

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

Nays: None

Absent: Susan Vigorita

“6” ayes, “0” nays, “1” absent – Motion carried.

4. Discussion was held regarding EFT and PayPal. MB Financial Bank has been charging for each EFT transaction at \$8.00 per EFT. This was thought to be excessive and Karen did have the charges taken off. They are looking into PayPal as an alternative and as a possible vehicle for accepting fundraising donations. Mary will have complete information on PayPal so a decision can be made next month. Kim noted that a credit card would have to be linked to any PayPal account.

Mary mentioned that Network Solutions has been attacked several times by a virus which apparently has been able to infiltrate the blogs. They are in the process of changing to another provider for better protection. Discussion then turned to pros and cons of having our own server or having someone host.

5. Megan and Eric decided not to participate in the group purchase for electronic database services thru MLS, but went with EBSCO. They preferred EBSCO because it offers full text versus abstracts and they feel it is the better option. This results in a savings as the cost is about \$3,500 less than what we were paying before.

6. Discussion took place about the Library's credit card and the fact that it is now a debit card thru MB Financial. Mary had the debit card cancelled as purchases should be invoiced and approved by the Treasurer. Mary has been offered a credit card from the Oak Forest Banking Center. This is a MasterCard and does not have an annual fee. Mary will have one card and it will have the director's

**Consent Agenda**

**EFT - PayPal**

**Intergovernmental Agreement with MLS**

**Credit Card**

name on it. A limit of \$2,500 was suggested.

Jackie Muscarella made a motion, seconded by Chuck Newman, to approve Resolution #166 as amended, authorizing a credit card as noted above.

Roll Call Vote

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

Nays: None

Absent: Susan Vigorita

“6” ayes, “0” nays, “1” absent – Motion carried.

Mary will provide a copy of the resolution to the bank, once confirmed, as suggested by Jim Richmond.

7. Jim noted that LIMRiCC is working on the health plans. An increase of \$40 per person is expected. The co-pay will be increased to \$100 (versus the old co-pay of \$80). This raises the cost to the library to \$511 per person from \$473 per person for a total annual increase of \$3,648. The library currently pays 100% of the cost for full-time employees. Jim expressed concern as to how much longer the library can continue to absorb the full expense. He noted that if any changes were to be made to the policies, those changes should be communicated now.

**Health Insurance**

Discussion took place about having the employees pay a percentage of the premium to help offset the library’s cost and the impact this would have on the employees. It was noted that any salary increase would likely be offset by an increase in premium if the employee were to pay a portion.

Kimberly Duffy made a motion, seconded by Jackie Muscarella, to table the discussion until later in the meeting.

Roll Call Vote

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

Nays: None

Absent: Susan Vigorita

“6” ayes, “0” nays, “1” absent – Motion carried.

8. No new information has been received about the Memorial Day Ceremony. It is assumed that it will be held as in the past and the library plans on supplying a wreath and participating in the ceremony.

**Memorial Day Ceremony**

Mary noted that the library will be participating in the citywide garage sale. The library will be selling some old shelving, printers and other unused technology things.

9. Mary noted that plans for the fundraiser are coming along nicely. They are in the process of obtaining various donations. The food and entertainment has been arranged and the wine tasting is all set. She is looking into possibly showing a Bogart film as a part of the fundraiser. Karen will make the tickets, which they will start to sell sometime in August. They will be contacting the local cable station and newspapers to help advertise the fundraiser. Tickets will be \$75.00 per person or \$125.00 per couple. Mary was thinking about having table decorations which could be raffled off. Kim expressed concern about the total expense and noted that there should be a cap on spending. Mary will be providing an itemized list of costs thus far. Kim was most concerned that there is some return on the monies spent.

**October 15<sup>th</sup> Fundraiser**

Jim noted that the current meeting room policy prohibits any alcohol. He suggested that a special exemption be made to allow wine for this one occasion. He also noted that a motion will be needed to allow for an early closing on the date of the fundraiser (3:00 p.m. closing on 10/15/2010).

General discussion took place about various concerns allowing alcohol on the premises. One concern was the possibility of someone being over served. Inasmuch as only small tastes of each wine are allowed, the likelihood of someone being over served is unlikely. Mary also noted that the wine vender is insured.

Sheri Halwax made a motion, seconded by Chuck Newman, to approve an early closing on Friday, October 15, 2010 at 3:00 p.m.

Roll Call Vote

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

Nays: None

Absent: Susan Vigorita

“6” ayes, “0” nays, “1” absent – Motion carried.

Sheri Halwax made a motion, seconded by Chuck Newman, to suspend the no alcohol policy for one day only, October 15, 2010, for the fundraiser.

Roll Call Vote

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

Nays: None

Absent: Susan Vigorita

“6” ayes, “0” nays, “1” absent – Motion carried.

10. Discussion turned to the question of whether or not the Board had to go to the public with a referendum for a bond issue, in accordance with 75 ILCS 16/40-15 of the Public Library District Act of 2001. After checking with our attorney Phil Lenzini, as well as Lynda Given (from Chapman & Cutler), it is felt that 30 ILCS 350 (the Local Government Debt Reform Act) clarifies the bond issue and the Board should be fine if it follows Jamie Rachlin’s suggestion for General Obligation Bonds (Alternate Revenue Source). The question was raised about why other libraries do not do this instead of going for referendums and it was explained that Acorn can do this because of the large reserve it has and therefore is not borrowing such a large sum of money. It basically comes down to whether or not a library can afford the yearly bond payment with the current revenue that they generate, and whether or not an increase in the tax levy is necessary. The library can still go to the public for a referendum if it so chooses or it can inform the public that they can do this on their own without the need for additional funding beyond the current taxing level of the library. The public can still object, but would need 7.5% or approximately 14,000 signatures against the proposal to put it to a vote at the next election.

**Bond**

Discussion then turned to the necessity of going out to bid in order to get hard figures so that the Board has a good idea on how much money would need to be borrowed and how much of the reserve to earmark. The Board discussed the working budgets and which one to actually use. Mary prepared two budgets; one that includes the proposed building renovations and one that does not. It was thought the best approach would be to use the budget including the renovations and if it does not come to pass, monies budgeted for renovations would just not be used. The option does exist to plan to do everything, but cut back if necessary. Jim still has concerns about being able to afford the project over the long term. Martin wondered what would happen if the boiler were to fail and whether or not there would be funds available to fix or replace that. Jim explained that is what the reserve funds are for in the case of something major happening; the library would still have money. It was noted that salary increases and insurance costs are included in this budget as well.

The next step is to go out for bid and start the bond process. Jackie wondered whether or not once the

bond process was done if there was any problem if the Board changed their minds. Jim explained that there would be no problem; it would just result in the monies already paid out. Jim noted that once the public notice is out regarding the bond, the board should expect patrons to attend meetings. He noted that the Board should be prepared for possible questions and have a plan to help explain to the public how the plan is to accomplish this without any additional cost to the public.

Jim indicated that the Board needs to accept the Design Development booklet and give StudioGC the authority to proceed. He also noted that a Bond Ordinance would need to be prepared and adopted along with a Notice of Intent of Public Hearing. He also noted that it would be a good idea to have Phil Lenzini take an advanced look at it.

Sheri Halwax made a motion, seconded by Jackie Muscarella, to authorize Jim Richmond to approve the Design Development booklet, proceed to construction documents, and go out for bid.

#### Roll Call Vote

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

Nays: None

Absent: Susan Vigorita

“6” ayes, “0” nays, “1” absent – Motion carried.

Martin wondered whether or not the Board would have an opportunity to review the documents before going out to bid; and they will. It was also noted that a notice would have to be posted in the paper and there would be advertisements for bids.

11. Discussion returned to the health insurance increases and whether or not a percentage of the premium should be paid by the employees. Martin felt that a reasonable contribution would be 15%; however, Jackie was not sure this should be done this year, rather perhaps next year.

#### Health Insurance

Sheri noted that she has been hearing rumors of staff cuts and was concerned about conveying additional bad news to the employees. Jim suggested that Mary hold department head meetings to discuss the plans and going out for construction bids to help allay any of the staff’s concerns.

Martin Durbin made a motion to have employees contribute 10% of insurance costs.

No second – motion failed.

Jackie Muscarella suggested perhaps a 5% increase now and then increase it to 10% next year.

Jackie Muscarella made a motion, seconded by Sheri Halwax to have all employees contribute 5% of insurance costs.

#### Roll Call Vote

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

Nays: None

Absent: Susan Vigorita

“6” ayes, “0” nays, “1” absent – Motion carried

Mary will inform the staff of this change, so as to give them enough prior notice before the open season ends on June 15, 2010. A formal resolution of the policy change will be passed at the next meeting on June 9, 2010.

12. Jim noted that the patron computer user agreement will be online and patrons will have to accept it prior to using the internet. There were no objections to the agreement appearing online. It is essentially the computer user agreement for internet access that we've been using in paper form and having everyone sign, but some of the language has been updated and it now has been adapted for electronic usage. Kim wondered if a resolution was needed because of the modified document. Jim said that he would look into it and prepare a resolution, if needed, but initially felt that the library's computer use policy hadn't been changed.

Jim noted Mary's name on the list of candidates for the MLS Board. Mary explained that she has been asked to run in the upcoming election for the MLS Board. She accepted but does not think that she will be elected. If she is elected it will mean more meetings that she will have to attend.

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

Roll Call Vote

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

Nays: None

Absent: Susan Vigorita

Meeting adjourned at 10:39 p.m.

**Open Forum**

**Adjournment**

\_\_\_\_\_  
Jacqueline Muscarella, Secretary

Dated: \_\_\_\_\_, 2010