

**MINUTES OF THE MEETING OF THE BOARD
OF TRUSTEES OF THE ACORN PUBLIC LIBRARY
June 9, 2010**

1. The meeting was called to order at 7:00 p.m.
2. Those present were Jim Richmond, President, Kimberly Duffy, Treasurer, Jacqueline Muscarella, Secretary, Martin Durbin, Susan Vigorita, and Sheri Halwax, Trustees. Absent, Chuck Newman, Trustee. Also present were Mary Tuytschaevers, Director and Debra Tetlak, Secretary to Board.
3. Jim Richmond noted that Item 3(j) on the agenda would be moved up to the first order of new business.

Call to Order

Roll Call

Consent Agenda

Alderman Pete Muscarella joined the meeting at 7:03 p.m.

Brief discussion took place regarding the Treasurer's Report. Martin wondered if there was a more formal report that is issued. Jim noted that many years ago a separate Treasurer's report was done and presented, but now it basically is just the income and disbursement statements. Mary explained that the audit serves as the annual report and Jim noted that an annual breakdown of how monies are spent is done as well. As an aside, it was noted that Mary, Kim and Sheri are all notaries. In Mary's case she is not allowed to notarize an item if she is a signer on the item.

Kim was pleased to see that lawn care expenses have been greatly reduced by using American Lawn. Mary has been pleased so far with their work.

Discussion took place about the PC usage report. There are approximately 18 PCs in the library and on average these appeared to be used by patrons for 57 minutes at a time.

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

- a. Approval of May 12, 2010 Regular Board Meeting Minutes
- b. Treasurer's Report
- c. Approval of Bills
- d. General Fund Income and Disbursement Report
- e. Director's Report
- f. Departmental Reports
- g. Reports on meetings attended by Board and Staff

Roll Call Vote:

Ayes: Susan Vigorita, Kimberly Duffy, Sheri Halwax, Martin Durbin, Jim Richmond, Jackie Muscarella.

Nays: None

Absent: Chuck Newman

"6" Ayes, "0" nays, "1" absent – Motion carried.

4. Mary indicated that the situation with MLS and SWAN is getting quite dire. MLS had hoped to be able to make it until the end of the year, but now it appears that they will not have enough funds to last that long. Many systems in the state have already closed because of lack of funding from the state. MLS is cutting programs and other services in an effort to cut expenses, but it remains to be seen how long they will be able to continue to operate. Mary explained that fees will most likely be going up and there will be decreased holds and increased wait times to receive books. If MLS no longer existed it would be very bad for the library since we do not have our own automation system. Swan is trying to become a separate entity so they won't have to rely on MLS. Mary hopes to learn more in September.

MLS/SWAN

5. Prevailing Wage Ordinance #10-02 requires the Acorn Public Library District to investigate and ascertain the prevailing rate of wages as defined in the Act for laborers, mechanics and other workers in the county employed in performing construction of public works for the library district.

Prevailing Wage Ordinance #10-02

Susan Vigorita made a motion, seconded by Kimberly Duffy, to approve Ordinance #10-02.

Roll Call Vote:

Ayes: Susan Vigorita, Kimberly Duffy, Sheri Halwax, Martin Durbin, Jim Richmond, Jackie Muscarella.

Nays: None

Absent: Chuck Newman

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

6. Jim explained that this ordinance basically transfers needed funds from one fund to another. Brief discussion took place about the specific line items the funds were being transferred from. This year there are excess funds in FICA and this needed to be transferred to IMRF. Mary felt that the excess FICA funds were the result of not having used as many subs over the past year.

Transfer Ordinance #10-03

Sheri Halwax made a motion, seconded by Jackie Muscarella to adopt Ordinance #10-03

Ayes: Susan Vigorita, Kimberly Duffy, Sheri Halwax, Martin Durbin, Jim Richmond, Jackie Muscarella.

Nays: None

Absent: Chuck Newman

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

7. Resolution #167 addresses having the employees contribute 5% of insurance premium costs, effective with the next fiscal year starting July 1, 2010.

Resolution #167

Martin Durbin made a motion, seconded by Sheri Haliwax to adopt Resolution #167.

Ayes: Susan Vigorita, Kimberly Duffy, Sheri Halwax, Martin Durbin, Jim Richmond, Jackie Muscarella.

Nays: None

Absent: Chuck Newman

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

8. Resolution #168 was discussed. This resolution authorizes Acorn Library to issue non-resident library cards for the time period July 1, 2010 through June 30, 2011 at a cost of \$65.00. The nonresident fee is determined by a formula that included dividing the levy by the population.

Resolution #168

Jackie Muscarella made a motion, seconded by Susan Vigorita, to adopt Resolution #168.

Ayes: Susan Vigorita, Kimberly Duffy, Sheri Halwax, Martin Durbin, Jim Richmond, Jackie Muscarella.

Nays: None

Absent: Chuck Newman

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

9. Discussion turned to the necessary steps needed if the Board is going to go ahead with the bond issue. If the Board is moving ahead the next logical step is to set a hearing date, approve the BINA order, and approve the notice of intent. Martin wondered about the possibility of a petition being circulated to prevent the library from going out for bonds. Mary and Jim felt that it was entirely possible that

BINA Order

might occur. There was some confusion as to how many signatures are required to be able to prevent the library from going out to bond and whether it was 200 or 1,437 (7.5% of registered voters). Sheri wanted to know if this was going to be on the ballot. Jim stated in the absence of a petition to stop things it would not be on the ballot, since the Board is considering General Obligation Bonds (Alternate Revenue Source). If there was a petition then it would force the Board to go for a voter referendum.

Jim stated that the next step would be to set a date for the public hearing. Once the public hearing has been held, then an ordinance could be approved seven days later. The Board will need to publish the notice of public hearing and also have it posted in the library. The ordinance would be made available to the public for the meeting. The ordinance does mention the consequences if the library were to possibly default. The ordinance also provides that the public would then have 30 days to object.

The language for the notice needs to be finalized and the notice must be published at least seven days prior to the meeting. If the Board wants to approve the ordinance at the next meeting the notice needs to be published by June 16 or 18 for a public hearing on the 30th. The dollar amount for the bond issue was determined to be \$1.4 million. Any language issues were to be run by Jamie Rachlin to make sure things were correct.

Susan Vigorita made a motion, seconded by Martin Durbin to hold a public hearing on June 30, 2010 at 7:00 p.m. to present the bond issue to the public.

Ayes: Susan Vigorita, Kimberly Duffy, Sheri Halwax, Martin Durbin, Jim Richmond, Jackie Muscarella.

Nays: None

Absent: Chuck Newman

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

Sheri Halwax made a motion, seconded by Susan Vigorita, to approve the Public Notice as amended to include the bond amount.

Ayes: Susan Vigorita, Kimberly Duffy, Sheri Halwax, Martin Durbin, Jim Richmond, Jackie Muscarella.

Nays: None

Absent: Chuck Newman

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

Martin Durbin asked to have the language consistent/clarified as to the way it is worded with regard to the 1,437 signatures required versus 200.

Susan Vigorita made a motion, seconded by Kimberly Duffy, to approve the proposed BINA order with the dates filled in, subject to approval by Phil.

Ayes: Susan Vigorita, Kimberly Duffy, Sheri Halwax, Martin Durbin, Jim Richmond, Jackie Muscarella.

Nays: None

Absent: Chuck Newman

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

The bond issue ordinance will be edited and reviewed by Phil as well to be prepared for the public hearing.

10. Jim suggested moving the conversation regarding the secretarial contract to the Executive session.

Secretarial Contract

11. Mary noted that Jim Smaron will be retiring and therefore will no longer be preparing the audit for the library. He recommended Bill Healy in Orland Park. Mr. Healy is agreeable to performing the audit and will be reviewing prior audits. He is going to try to keep costs down. Mr. Healy does prepare audits for other libraries. Jim suggested contacting other accounting firms for a price on conducting an audit. He also suggested contacting other libraries for their advice/opinion for comparison. He noted it would not be necessary for the board to vote on a new auditor, as he is confident Mary and Karen will pick whichever firm they feel most meets our financial and auditing needs.

Audit

12. The Memorial Day ceremony was well attended despite the inclement weather. The ceremony had to take place in the firehouse due to the downpour. Once again the library provided a wreath for presentation.

Memorial Day Update

13. The e-mail address has been switched over to the Versatile account. A new e-mail for PayPal will be set up. The PayPal account will be available for any donations. All the monies will go into the Oak Forest Banking Center where a new checking account was established for donations. There are no charges incurred unless monies come in.

PayPal Update

14. Mary has prepared a list of costs associated with the upcoming fundraiser. She was happy to report that thus far approximately \$1,500 worth of donations have been received. Total costs should be around \$3,200, maybe a bit less. A "Save the Date" flyer is available. The cost is \$75 per person, \$125 per couple. Attire will be business casual.

Fundraiser Update

Mary received a call from a patron looking to donate \$1,000 in honor of his mother. The patron wondered what the money would be used for. Mary had suggested a mural in the children's room as a possibility. The Board was unaware of a mural and suggested perhaps it would be more prudent to wait until renovations had been done to utilize the donation. Some thought the patron might prefer a name on a donation tile or some other form of honor and that it should be left open for the time being.

15. Susan Vigorita made a motion, seconded by Sheri Halwax to enter into Executive Session under exception 2(c)(1) for personnel matters.

Executive Session

Ayes: Susan Vigorita, Kimberly Duffy, Sheri Halwax, Martin Durbin, Jim Richmond, Jackie Muscarella.

Nays: None

Absent: Chuck Newman

"6" Ayes, "0" nays, "1" absent – Motion carried. The Board entered into executive session at 8:53 p.m.

The Board came out of Executive Session at 9:24 p.m.

16. Kimberly Duffy made a motion, seconded by Susan Vigorita to approve the secretarial contract for another year at the current salary of \$145 per month.

Salaries/Secretarial Contract

Ayes: Susan Vigorita, Kimberly Duffy, Sheri Halwax, Martin Durbin, Jim Richmond, Jackie Muscarella.

Nays: None

Absent: Chuck Newman

"6" Ayes, "0" nays, "1" absent – Motion carried.

The secretarial contract was accepted by Debra Tetlak.

Kimberly Duffy made a motion, seconded by Sheri Halwax to approve the proposed salary schedule with only a 2% cost of living increase.

Ayes: Susan Vigorita, Kimberly Duffy, Sheri Halwax, Martin Durbin, Jim Richmond, Jackie Muscarella.
Nays: None
Absent: Chuck Newman

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

17. Discussion regarding the working budget then took place and which one should be approved. One budget covers the total costs regarding the proposed renovations and the other the majority of the total cost. Jim reiterated his concerns about making payments if the funds in reserve are reduced in addition to earning less interest on those funds.

Working Budget

Mary noted that if the per capita grant was not received funds would be taken from materials, staff expenses and programs. Martin wondered if there would be any staff reductions during construction, i.e. cut in hours. Mary thought it was something she may be able to look at. Jim suggested that perhaps pages would not need to be hired, thus saving some expense. Mary also noted that workshops could be cut to save, but also noted that costs may be incurred relative to the MLS issues. She noted that we are already paying for staff at SWAN as it is.

Susan Vigorita made a motion, seconded by Jackie Muscarella, to approve the \$2,912,463.00 budget.

Ayes: Susan Vigorita, Kimberly Duffy, Sheri Halwax, Martin Durbin, Jim Richmond, Jackie Muscarella.
Nays: None
Absent: Chuck Newman

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

18. Mary announced that free tickets to Brookfield Zoo were available through Cook County Commissioner Joan Patricia Murphy. These can be used up until 12/31. Mary suggested the Board pick a day and the library could go as a group. Groups of 20 need to call Commissioner Murphy with the date and number of attendees and she will have it all set up.

Open Forum

Kim Duffy commented that she attended the recent program by Jill Caltaldo, the Coupon Lady, and thought it was a very nice presentation.

19. Kimberly Duffy made a motion, seconded by Susan Vigorita, to adjourn the meeting.

Adjournment

Ayes: Susan Vigorita, Kimberly Duffy, Sheri Halwax, Martin Durbin, Jim Richmond, Jackie Muscarella.
Nays: None
Absent: Chuck Newman

“6” Ayes, “0” nays, “1” absent – Motion carried. Meeting adjourned at 9:47 p.m.

Jacqueline Muscarella, Secretary

Dated: _____, 2010