

**MINUTES OF THE MEETING OF THE BOARD  
OF TRUSTEES OF THE ACORN PUBLIC LIBRARY  
July 14, 2010**

1. The meeting was called to order at 7:00 p.m.
2. Those present were Jim Richmond, President, Jacqueline Muscarella, Secretary, Susan Vigorita, and Sheri Halwax, Trustees. Absent, Kimberly Duffy, Treasurer, Martin Durbin and Chuck Newman, Trustees. Also present were Mary Tuytschaevers, Director and Debra Tetlak, Secretary to Board.
3. Jim Richmond welcomed Pat Callahan and Angie Levinsky from StudioGC to the meeting, as well as a couple of visitors from the community (Linda Parsons, Barb Rompala, Paul Rasmussen, Becky Conte, and Alderman Pete Muscarella).

**Call to Order**

**Roll Call**

**Acting Treasurer**

First order of business was to designate an acting treasurer. Jackie Muscarella made a motion, seconded by Sheri Halwax to nominate Susan Vigorita as acting treasurer.

Roll Call Vote:

Ayes: Susan Vigorita, Sheri Halwax, Jim Richmond and Jackie Muscarella.

Nays: None

Absent: Kimberly Duffy, Martin Durbin and Chuck Newman

“4” Ayes, “0” nays, “3” absent – Motion carried.

4. Jim Richmond suggested moving the update on building plans before the consent agenda.

**Building Plans  
Update**

Pat and Angie attended the meeting to provide the Board with an update and general information on how the project will be structured, the phasing of the project and to provide some finishing details for the Board to consider. They advised that the construction documents were days within completion. They would like the bids to be received prior to the August Board meeting. This would provide hard numbers for the Board to look at and evaluate. Pat noted that it is very difficult to predict how the bids will be, as recently he has seen some bids coming in lower than he would have anticipated.

Angie then went through the phasing of the project and there were some general questions and discussion about the process itself, as well as design elements.

Pat noted that the bids would be publicly read at the library and that bidders, as well as the public were welcome to be present at the reading. Pat also explained that the Board was the ultimate authority as to accepting or rejecting a bid.

Pat and Angie exited the meeting at 7:37 p.m.

5. With regard to the June 2010 minutes, Sheri Halwax wanted to clarify that no notary public can authorize their own signature. She felt it was misleading the way it was stated in the June minutes.

**Consent Agenda**

Jim Richmond had a question about the Murphy Miller bill. Mary explained that the charges were for Murphy to reset the system after a power outage. This would not fall under the existing maintenance agreement as it is felt to be “an act of God”. Mary also noted that the maintenance contract may be able to be reduced because of the new EMS system. Jim stated it might be time to look for a new HVAC contractor. He does not feel that the service we have been getting justifies the expense. He also inquired about the invoice from Carefree Sprinkler. Mary noted they come out annually to service the sprinkler system.

Jim noted that the CD at MB Financial will be up on July 23 and the CDARS deposit at MB Financial will be up July 29. Jim stated that Kim was looking for some input on whether or not to

renew the CD or hold them if the board was planning on spending the money. With rates not being that great, Jim suggested that we consider moving our money to get a better interest rate. The Board agreed that renewing the maturing CDs at a better rate was best. The existing money in the Illinois Funds could be used towards the building project.

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

- a. Approval of June 10, 2010 Regular Board Meeting Minutes
- b. Approval of June 30, 2010 Public Hearing & Special Board Meeting Minutes
- 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: Susan Vigorita, Sheri Halwax, Jim Richmond, Jackie Muscarella.

Nays: None

Absent: Kimberly Duffy, Martin Durbin, and Chuck Newman.

"4" Ayes, "0" nays, "3" absent – Motion carried.

6. Jim explained the purpose of the Budget and Appropriation Ordinance. He explained that there are seven funds that are levied for and this has been done this way for the last 10+ years. The Board typically asks for more because if you do not, you have the potential to lose that revenue. However, no matter what is put in the Budget & Appropriation or Levy Ordinances, the library is bound by the Cook County tax caps.

**Budget and  
Appropriation  
Ordinance**

Sheri Halwax made a motion, seconded by Jackie Muscarella, to authorize the posting and publication of the Budget and Appropriate Ordinance.

Roll Call Vote:

Ayes: Susan Vigorita, Sheri Halwax, Jim Richmond and Jackie Muscarella.

Nays: None

Absent: Kimberly Duffy, Martin Durbin and Chuck Newman

"4" Ayes, "0" nays, "3" absent – Motion carried.

7. Jim Richmond noted that it is standard procedure to make sure all prior fiscal year obligations are paid.

**Payment of  
Prior Year  
Obligations**

Susan Vigorita made a motion, seconded by Sheri Halwax to authorize the payment of the prior fiscal years obligations.

Roll Call Vote:

Ayes: Susan Vigorita, Sheri Halwax, Jim Richmond, Jackie Muscarella.

Nays: None

Absent: Kimberly Duffy, Martin Durbin, and Chuck Newman.

"4" Ayes, "0" nays, "3" absent – Motion carried.

8. It is necessary to audit the secretary's records to ensure that they are in order and all documents are signed as need be. Jim Richmond appointed Susan Vigorita and Sheri Halwax to review the records. They will determine a convenient time for this to take place.

**Audit of Secretary's  
Records**

9. Each year the Director files the library's annual report with the Illinois State Librarian at the direction of the Board. Jim Richmond directed that Mary file the report by September 1, 2010. She

**Annual Report**

noted that it is in the works and will be done. Jim also noted that the per capita grant requirements for 2011 will be coming up and will be on the next agenda.

10. Mary noted that Karen will be putting together the annual statement.

Susan Vigorita made a motion, seconded by Sheri Halwax to authorize the preparation of the annual state of receipts and disbursements.

Roll Call Vote:

Ayes: Susan Vigorita, Sheri Halwax, Jim Richmond, Jackie Muscarella.

Nays: None

Absent: Kimberly Duffy, Martin Durbin, and Chuck Newman.

“4” Ayes, “0” nays, “3” absent – Motion carried.

11. Mary and Karen interviewed three CPA firms. They have decided to use Hearne & Associates, who was recommended by Jim Smaron. His was the low bid. He offered a one year engagement (\$4,450) or a three year engagement with the first year being the same price as Jim Smaron (\$4,200). It most likely will increase about \$200 each of the next two years. Mary has opted to go with the three year engagement.

12. Jackie Muscarella made a motion, seconded by Susan Vigorita to authorize the library audit.

Roll Call Vote:

Ayes: Susan Vigorita, Sheri Halwax, Jim Richmond, Jackie Muscarella.

Nays: None

Absent: Kimberly Duffy, Martin Durbin, and Chuck Newman.

“4” Ayes, “0” nays, “3” absent – Motion carried.

13. Jim Richmond explained that this is a standard ordinance and this has been done this way for at least 20 years. This is the money the library gets to maintain/repair and operate the library, which is estimated around \$130,000. However, currently only about \$107,000 is actually collected because of tax caps. He noted that this is not a new tax increase.

Jackie Muscarella made a motion, seconded by Sheri Halwax to adopt Ordinance #10-05 for Additional .02% Tax Levy for the Building Fund.

Roll Call Vote:

Ayes: Susan Vigorita, Sheri Halwax, Jim Richmond, Jackie Muscarella.

Nays: None

Absent: Kimberly Duffy, Martin Durbin, and Chuck Newman.

“4” Ayes, “0” nays, “3” absent – Motion carried.

14. Sheri Halwax made a motion, seconded by Susan Vigorita to approve the Executive Session Minutes from 06/09/10.

Roll Call Vote:

Ayes: Susan Vigorita, Sheri Halwax, Jim Richmond, Jackie Muscarella.

Nays: None

Absent: Kimberly Duffy, Martin Durbin, and Chuck Newman.

“4” Ayes, “0” nays, “3” absent – Motion carried.

15. Mary noted that the MLS has cut most plans and services in light of the fact that it is due over \$1 million from the State Library. If they do get the money they would be able to continue to help pay for things with SWAN. SWAN is planning to go out on its own. Mary is hoping that by the August meeting SWAN will have completed the process and Acorn can then go with SWAN to continue the automation process. SWAN has some funds, would probably last a year, and then hopefully they

**Annual Statement of Receipts and Disbursements**

**Auditor Update**

**Library Audit**

**Ordinance #10-05 .02% Tax Levy for the Building Fund**

**Executive Session Minutes**

**MLS/SWAN Update**

would get the tax money through their districts. She is anticipating that our fees will be going up. Mary should know more in September.

16. Inasmuch as there is incomplete information at this time it was decided to hold off on consideration for the SWAN agreement and ordinance at this point.

**SWAN agreement and Ordinance**

Susan Vigorita made a motion, seconded by Sheri Halwax to table the discussion on the SWAN agreement and ordinance until the August meeting.

Roll Call Vote:

Ayes: Susan Vigorita, Sheri Halwax, Jim Richmond, Jackie Muscarella.

Nays: None

Absent: Kimberly Duffy, Martin Durbin, and Chuck Newman.

“4” Ayes, “0” nays, “3” absent – Motion carried.

17. Jim noted that the FOIA has been updated. This update was mandated by the legislature. It was noted that a new policy is not needed; the forms and procedures just need to be updated in the manual. This will be put on the August agenda.

**Open Forum**

Mary stated that plans for the Evening at the Library are going well. The fundraiser will be announced in the upcoming newsletter.

A library patron attending the meeting asked about the notes in the May minutes about possible lay-offs and whether or not there was any truth to it. Sheri and Jackie also noted that they had heard rumors of this type and wondered how the rumors started. Jim stated that while there are no plans to do so, we do have to be realistic and that in the face of a million dollar bond issue, in the event the library was not able to afford it, the possibility exists that the library would have to go to the residents for tax increases or consider cutting staff or hours. He indicated that the library and Board need to know what we are looking at and need to be responsible about finances. Mary noted that most likely there would be program cuts during the construction process and that consideration of where to cut costs is always an issue.

With regard to the employees paying a portion of their health insurance premium, another library patron noted that public employees should have to start paying a part of the cost as do most other employees. Jim did note that generally employee benefits are just as much of an expense as salaries.

Jim asked Mary to have the staff also look at the finish boards to get their feedback on which color scheme they like.

18. Sheri Halwax made a motion, seconded by Susan Vigorita, to adjourn the meeting.

**Adjournment**

Ayes: Susan Vigorita, Sheri Halwax, Jim Richmond, Jackie Muscarella.

Nays: None

Absent: Kimberly Duffy, Martin Durbin, and Chuck Newman.

“4” Ayes, “0” nays, “3” absent – Motion carried. Meeting adjourned at 8:34 p.m.

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Jacqueline Muscarella, Secretary

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