

**MINUTES OF THE MEETING OF THE BOARD
OF TRUSTEES OF THE ACORN PUBLIC LIBRARY
August 11, 2010**

1. The meeting was called to order at 7:02 p.m. by Trustee Susan Vigorita.
2. Those present were Jacqueline Muscarella, Secretary, Susan Vigorita, Sheri Halwax, Martin Durbin, and Chuck Newman, Trustees. Absent, Jim Richmond, President and Kimberly Duffy, Treasurer, Also present were Mary Tuytschaevers, Director and Debra Tetlak, Secretary to Board.
3. Pat Callahan and Angie Bollinger from StudioGC were welcomed to the meeting, as well as library residents Linda & Bill Parsons and Pete Muscarella.

Call to Order

Roll Call

**Building Plans
Update**

It was suggested to move the update on building plans before the consent agenda.

Pat and Angie attended the meeting to provide the Board with an update on the results of the bid openings. They were happy to report that the bids actually came in about 20% lower than the original estimate. He noted that these bids did not include the cost of furniture, which is estimated to be around \$75,000. This was thought to be a low figure, however, as Pat and Angie explained a significant amount of the existing furniture is in good shape and will be staying. In addition a lot of the cabinetry would be included in the hard costs, as that is something that is built in rather than purchased separately. A total of nine bids were received and Pat explained that with the economy still lingering they are seeing a lot of downward price driving.

Pat would expect to provide plug-in numbers for a total number including the soft costs (i.e. permit fees, FF&E costs, etc.). Martin wondered if that included carpeting and the sprinklers and Pat stated that it did. He thought that perhaps one of the reasons the bids were lower was that it is close to the end of the season and the contractors want and need more work to last through year's end. He also stated that low construction costs with low interest rates on the bonds will result in significant savings.

Mary asked if an estimate for costs on a \$700,000 bond could be furnished. Pat will ask Jaime to prepare that. He provided a detailed bid tab so that the board members could compare all nine contractors' bids. He noted that the bids are good for 60 days. They will be able to give some recommendations once the alternatives are chosen. Pat explained that if a company were to go out of business during the construction process the bond would protect the library in that the project would have to be finished as bid.

There was some general discussion above various design elements of the projects with regard to moving the door versus not moving the door. Pat explained that moving the door allowed for better utilization of the interior space and allowed for a more streamlined patron experience. Not moving the door would pose challenges to reconfiguring the space with the current placement of the circulation desk.

The next step would be to check out the references, financial backing, and legal check, etc. on the bidders. A library resident wanted to know if they would use Oak Forest contractors for any of the work. Pat was not sure at this time, however, he will make a request for Oak Forest businesses.

Pat and Angie exited the meeting at 7:40 p.m.

Jackie Muscarella made a motion, seconded by Sheri Halwax, to nominate Susan Vigorita as Acting President.

Acting President

Roll Call Vote:

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

Nays: None

Absent: Kimberly Duffy and Jim Richmond.

“5” Ayes, “0” nays, “2” absent – Motion carried.

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

Consent Agenda

- a. Approval of July 14, 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: Jackie Muscarella, Susan Vigorita, Sheri Halwax, Martin Durbin and Chuck Newman.

Nays: None

Absent: Kimberly Duffy and Jim Richmond.

“5” Ayes, “0” nays, “2” absent – Motion carried.

Martin Durbin did have a question regarding the two bills for the Illinois Management Association for \$910 each. Mary explained that this is for the membership which provides for workshops, surveys and assistance with different management issues that may arise throughout the year (i.e. personnel issues). They provide a forum for staff to seek advice. Mary does not believe there should be two checks, she will check with Karen and get back to the Board regarding that.

Martin also inquired about the check for Nationwide Retirement for \$237. Mary explained that some staff members are in this investment vehicle and these funds are actually deductions taken from their paychecks as contributions to the fund. This is not funded by the library.

Jackie inquired about an item in the Director’s report regarding the free laminating service provided to the Park District. Mary explained that in return the Park District plows the library’s parking lot when needed.

5. Jackie Muscarella read the resolution regarding the new Freedom of Information Act form and procedures. A few questions were addressed and some discussion took place regarding the language and procedures.

Martin Durbin made a motion, seconded by Chuck Newman, to adopt Resolution #169.

Roll Call Vote:

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

Nays: None

Absent: Kimberly Duffy and Jim Richmond.

“5” Ayes, “0” nays, “2” absent. Resolution #169 adopted.

Martin inquired as to the recent FOIA request. Mary explained that a request had been made for a copy of the audit for the last five years. One year’s audit would be provided for free and the others would have to be paid for. As of the Board meeting there has been no payment for the additional audits, therefore it has not been provided.

Consent Agenda

Resolution #169

6. Two ordinances are needed to allow Acorn to continue to have an automation system. These need to be in place by September 1st. Ordinance #10-06 repeals the agreement with MLS and Ordinance #10-07 is the execution of the intergovernmental agreement establishing the automated network with SWAN.

MLS/SWAN

Jackie Muscarella made a motion, seconded by Sheri Halwax to approve Ordinance #10-06 repealing the agreement with MLS.

Ordinance #10-06

Roll Call Vote:

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

Nays: None

Absent: Kimberly Duffy and Jim Richmond.

“5” Ayes, “0” nays, “2” absent. Motion approved.

With regard to Ordinance #10-07 Martin inquired whether or not there were any changes. Mary explained there would be no changes at least for the next year. She expects that there will be some cost increases but is unsure of what that might be at this point, but is hoping that it will be somewhere around 10%. This will be voted on at the September quarterly meeting and as of the first of the year SWAN will be in force. She should know more sometime in January. She stated that MLS will be totally gone and that ultimately the State wants to have only one or two systems instead of the seven or so that currently exist.

Ordinance #10-07

Sheri Halwax made a motion, seconded by Martin Durbin, to approve Ordinance #10-07 providing for the execution of an intergovernmental agreement establishing the System Wide Automated Network (“SWAN”) and authorizing membership in SWAN.

Roll Call Vote:

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

Nays: None

Absent: Kimberly Duffy and Jim Richmond.

“5” Ayes, “0” nays, “2” absent. Motion approved.

7. It was decided that in order to prepare for the per capita grant requirements, a divide and conquer approach would be utilized to have the necessary information by the September meeting. It was decided that the Board members would each take several sections to review and report on and the task was divided as follows: Martin Durbin would read chapters 1, 2 and 3; Sheri Halwax 4, 5 and 6; Susan Vigorita 7, 8 and 9, as well as the appendices, and Chuck Newman would take 10, 11 and 12. They are to look for things that could be used for the per capita requirements. Mary noted that we need to identify at least one major impact as a result of the review.

Per Capita Requirements

8. It will not be necessary to complete a new strategic plan. It was noted that Mary can prepare some short term and long term goals and as long as there is something showing direction that should suffice. In view of the fact that the library is not being replaced, there is no need for a more comprehensive plan. Mary is still hopeful that this will result in receiving funds; however, she noted that the library, as well as many other libraries, have yet to receive last year’s money and everyone is very upset about this.

Strategic Plan

9. The audit of the Secretary’s records has been completed by Susan Vigorita and Sheri Halwax. One Director’s report was missing, but Mary was able to locate a copy, which is now in place. Everything else was signed and up-to-date. All is in order.

Audit

10. Mary reported that they are currently using the working budget. Martin inquired whether or not the payment to Studio GC was budgeted. Mary explained that it was budgeted for under professional fees.

Budget & Appropriations/ Working Budget

11. In the absence of the library's treasurer it was decided to table the discussion regarding the CDs. Sheri Halwax made a motion, seconded by Chuck Newman to table the CD discussion.

CDs

Roll Call Vote:

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

Nays: None

Absent: Kimberly Duffy and Jim Richmond.

"5" Ayes, "0" nays, "2" absent. Motion approved.

12. Jackie Muscarella read a letter from the Mayor congratulating the library on its recent Forest in Bloom Beautification Award. Susan Vigorita noted that Pete and Jackie Muscarella are largely responsible for the library receiving the honor as they devote their personal time to tending to the weeding and upkeep of the grounds. Many thanks to Pete and Jackie.

Correspondence

13. Pete Muscarella asked whether or not in the absence of the library's Treasurer a bookkeeper or someone would be available to answer any questions relating to finance issues. Mary explained that if the questions are known ahead of time she can have answers ready for the board. He inquired as to how soon before a meeting the financials are available to the Board. It was noted that the financials are available at least 72 hours in advance.

Open Forum

A library resident inquired as to whether or not someone researches for government grants, i.e. green grants available with the upcoming renovation project. Mary explained that she does actively pursue grants. To date she has secured about \$120,000 to \$140,000 in grants for the library. Unfortunately she has been informed that the library will not qualify for many grants because the library is not "poor" enough. There may be other grants that she will be unable to apply for because of timing issues. She noted that she works hard to cultivate a relationship with Bobby Rush and this has resulted in Acorn receiving grants from him. She will be attending some workshops in November for the next round of grants coming up. She stated that we have to know what we are doing and when so that she can apply.

Martin asked whether or not there had been any donations received yet via online donating. Unfortunately there have not been any donations via online but the library has received \$380.00 in other donations.

14. Jackie Muscarella made a motion, seconded by Martin Durbin, to adjourn the meeting.

Adjournment

Roll Call Vote:

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

Nays: None

Absent: Kimberly Duffy and Jim Richmond.

"5" Ayes, "0" nays, "2" absent. Motion approved. Meeting adjourned at 8:34 p.m.

Jacqueline Muscarella, Secretary

Dated: _____, 2010