

**MINUTES OF THE MEETING OF THE BOARD
OF TRUSTEES OF THE ACORN PUBLIC LIBRARY
September 8, 2010**

1. The meeting was called to order at 7:25 p.m.
2. Those present were Jim Richmond, President, Kimberly Duffy, Treasurer, Susan Vigorita, Sheri Halwax and Martin Durbin, Trustees. Jacqueline Muscarella, Secretary and Chuck Newman absent. Also present were Mary Tuytschaevers, Director and Debra Tetlak, Secretary to Board.
3. Kimberly Duffy made a motion, seconded by Sheri Halwax, to nominate Susan Vigorita as acting secretary.

Call to Order

Roll Call

Acting Secretary

Roll Call Vote:

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

Nays: None

Absent: Jacqueline Muscarella and Chuck Newman.

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

4. Jim noted that Item D will be added to the agenda under old business: Update on Fundraiser.

Consent Agenda

Jim informed the Board with deep regret that Chuck Newman has resigned as library trustee effective August 25, 2010. A notice has been posted looking for interested residents, as the Board needs to appoint another trustee. Jim noted that one application has been received thus far and there is still another week to go for additional applications to be submitted. The Board will need to select a date to conduct interviews of interested applicants.

Discussion turned to the consent agenda. Martin inquired about the \$500 for professional education and Mary explained it was for ILA membership. It was also noted that the Board is pleased with the new landscaper’s work, especially in light of the fact that the bill has been substantially reduced.

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

- a. Approval of August 11, 2010 Regular Board Meeting Minutes
- b. Approval of August 25, 2010 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: Jim Richmond, Kimberly Duffy, Susan Vigorita, Martin Durbin and Sheri Halwax.

Nays: None

Absent: Jacqueline Muscarella and Chuck Newman.

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

5. Pat Callahan and Angie Bollinger were present to answer any questions the Board might have with regard to the proposed renovations. Jim inquired as to what work was going to be done in the bathrooms. Angie explained that it would be new finishes, i.e. floor and walls with new tile and painting. The original bid included all the bathrooms, but if the Board wished to remove some that would be possible. Susan Vigorita informed the Board that she would be donating the funds for a donation plaque in honor of her father. The Board thanked her for her very generous donation. The plaque will have her father's name on it.

Relocation of the front door was briefly discussed. It was noted that the new door would be ADA compliant. The old doors would remain as they are, but would be kept locked. It would not be cost effective to attempt to use the automatic mechanism from the old door on the new door. It was noted that signage indicating it as an emergency exit would need to be added.

The discussion then turned to how much of the project should be undertaken and how much the library could afford. Mary noted that she would like to see most, if not all, of the project done. Jim noted from the last meeting that Karen Miner felt the library had the means to afford the project. Mary also noted that this was an exceptionally good time to undertake the project as prices are low and if it is not done now they may never be able to do it. They can always work on getting shelving and furniture later.

Martin Durbin inquired about the accountants and their opinion relative to being able to afford the renovations. Unfortunately Jim Smaron would not comment as he is no longer the accountant for the library and the new accountant did not want to offer an opinion because he did not feel he had been the accountant long enough to offer an informed opinion.

Moving the front door access was briefly discussed some more. While some board members would prefer the front door remain as it is, Pat Callahan explained that the major impetus for moving the door was better use of the space. It was felt that moving the door would also benefit the patrons as it affords closer access.

Susan Vigorita made a motion, seconded by Martin Durbin to approve the complete renovation project for \$1.436 million.

Roll Call Vote:

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

Nays: None

Absent: Jacqueline Muscarella and Chuck Newman.

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

Pat Callahan explained that now a final letter of recommendation will be prepared. They will start with a letter of intent to A. J. Maggio, get an insurance certificate and prepare the contract with them for bidding documents.

He noted that an official groundbreaking ceremony would be conducted, most likely on a Saturday afternoon sometime between now and the middle of October.

Discussion then turned to the amount of bonds to borrow. Jim noted that based on an estimated \$56,000 per year payment, the library could borrow \$700,000 to add to the \$700,000 contributed. It is believed that payments are to be made semi-annually and that there is no prepayment option to pay off early or reduce interest paid. Jim stated that the library would like to get the best deal available and Pat noted that Jaime would certainly work to obtain the best deal. Martin wanted to know if there are any closing costs associated with this. Pat explained that there are no points or fees and that any costs associated are handled within the bond sale. He also noted that the bond counsel will provide the Board with an instruction sheet regarding how to handle the bond ordinance regarding posting, etc.

With regard to the amount of the bond, Angie noted that you can always bond for more, but actually sell less. Pat stated that many clients opt to ask for more to avoid going through the process again if it is determined that additional funds are needed.

Sheri Halwax made a motion, seconded by Susan Vigorita, to borrow \$800,000 in General Obligation Bonds (Alternate Revenue Source).

Roll Call Vote:

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

Nays: None

Absent: Jacqueline Muscarella and Chuck Newman.

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

Pat Callahan will contact Jaime and let him know so he can start the process.

Pat and Angie exited the meeting at 8:25 p.m.

6. Jim Richmond inquired about the audit results. Mary explained that they have not been received yet. The results should be available in the next couple of weeks. It will be on the agenda for the October Board meeting.

7. The amount for the general obligation bonds should be revised to reflect the bond amount of \$800,000 increased from \$700,000.

Susan Vigorita made a motion, seconded by Kimberly Duffy to enact the Budget & Appropriation Ordinance #10-08.

Roll Call Vote:

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

Nays: None

Absent: Jacqueline Muscarella and Chuck Newman.

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

8. Kimberly Duffy made a motion, seconded by Sheri Halwax to authorize the posting and publication of the Budget & Appropriation Ordinance.

Roll Call Vote:

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

Nays: None

Absent: Jacqueline Muscarella and Chuck Newman.

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

9. It was noted that the Certificate of Estimated Revenues will have to be updated to reflect the \$800,000 bond amount.

Kimberly Duffy made a motion, seconded by Sheri Halwax, to approve the Certificate of Estimated Revenues.

Roll Call Vote:

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

Nays: None

Absent: Jacqueline Muscarella and Chuck Newman.

Audit

Budget & Appropriation Ordinance #10-08

Authorization of Posting & Publication of Budget & Appropriation Ordinance

Certificate of Estimated Revenues

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

10. The library has signed up to participate in the Community Awareness Fair on October 16th. Mary noted that the library has a lot of books to give away to fair visitors this year. As always, volunteers are needed/welcome to come and lend a hand.

Community Awareness Fair

11. A review of the executive session minutes was done in the recent past, and only one set of minutes has been added the past year. It was decided that there is nothing to release at this time. The executive session minutes will remain as is until next review.

Semi-Annual Review of Executive Session Minutes

12. Mary and the staff have been working on the requirements and she believes that the library is in good shape with regard to complying with the per capita grant requirements. The Board briefly discussed their portions of the per capita grant and submitted them to Mary.

Per Capita Grant

13. Mary noted the library has received many nice items for the silent auction; among them a membership to the Museum of Science and Industry. She noted for security purposes that guests will have pictures to view of all the items to place their bids on rather than the actual item. Tickets to attend are available at the front desk. As of this time no tickets have been sold. Mary is not concerned at this point, but if there are not enough tickets sold, she may have to cancel the event.

Fundraiser Update

14. Mary received an e-mail asking the library to consider assisting a local resident with the sale of their condo through a raffle. The owners are trying an unconventional/creative approach to selling their condo by selling raffle tickets with any net proceeds going to the not-for-profit organization. The Board did not know how something like this would work and decided to look into this a little further before making any decision.

Correspondence

15. The importance of having the website updated/maintained regularly was mentioned by Jim. He noted that from time to time there have been issues with getting things posted for various reasons, i.e. lack of personnel to do the job due to illnesses/time off, or computer issues. In any event, he noted that it is necessary to have it updated/maintained properly in order to satisfy the requirements of the open meetings act.

Open Forum

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

Adjournment

Roll Call Vote:

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

Nays: None

Absent: Jacqueline Muscarella and Chuck Newman.

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

Meeting adjourned at 9:00 p.m.

Susan Vigorita, Acting Secretary

Dated: _____, 2010