

**MINUTES OF THE SPECIAL MEETING OF THE BOARD  
OF TRUSTEES OF THE ACORN PUBLIC LIBRARY  
September 29, 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, Susan Vigorita and Sheri Halwax, Trustees. Also present were Mary Tuyschaevers, Director and Debra Tetlak, Secretary to Board.
3. Jim Richmond noted the purpose of the meeting was to discuss the recent resignation of Mary Tuyschaevers, Director.

Kimberly Duffy made a motion, seconded by Susan Vigorita to enter into Executive Session, under exception #2(c)(1) – Personnel.

Roll Call Vote:

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

Nays: 0

Absent: 0

“6” ayes, “0” nay, “0” absent – Motion carried.

Entered into Executive session at 7:03 p.m.

Exited Executive session at 7:39 p.m.

4. Jim Richmond stated that an Acting Director would need to be named to start October 20, 2010.

Kimberly Duffy made a motion, seconded by Martin Durbin, to name Jennifer Van Sickle as Acting Director effective 10/20/10 with a salary increase to \$30.00/hour, until a new Director is hired.

Roll Call Vote:

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

Nays: 0

Absent: 0

“6” ayes, “0” nay, “0” absent – Motion carried.

Jim will contact Jennifer to inform her of the Board’s decision.

5. Jim noted that advertisements recruiting for a Director will be revised/updated as necessary and posted to solicit applications for the director’s position.

Susan Vigorita made a motion, seconded by Jackie Muscarella to revise the advertisement for the director’s position.

Roll Call Vote:

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

Nays: 0

Absent: 0

“6” ayes, “0” nay, “0” absent – Motion carried.

Prospective candidates can e-mail or drop off their resumes at the library. Jim will update the Board at the October meeting.

**Call to Order**

**Roll Call**

**Executive Session**

**Acting Director**

**Recruitment for  
New Director**

6. Jim noted that there were only two applicants interested in filling the Trustee vacancy. Interviews were conducted on September 22<sup>nd</sup>. The Board discussed and has now decided to offer the position to Bradley Duff-Hudkins.

Martin Durbin made a motion, seconded by Susan Vigorita, to appoint Bradley Duff-Hudkins to the vacant Board Trustee position.

Roll Call Vote:

Ayes: Jacqueline Muscarella, Susan Vigorita, Martin Durbin, Kimberly Duffy and Sheri Halwax.

Nays: 0

Absent: 0

Abstain: Jim Richmond

“5” ayes, “0” nay, “0” absent, 1 abstention – Motion carried.

Jim will contact Brad to let him know of the Board’s decision. He will need to be sworn in at the next meeting and take the Oath of Office. Jim will also contact the other applicant to let him know of the Board’s decision and to encourage him to consider running again in the next election.

7. Unfortunately due to poor ticket sales the fundraiser is being canceled. The art show will still be held on October 15<sup>th</sup> and the items donated for the fundraiser will be auctioned off at a silent auction during the patron holiday party on December 11<sup>th</sup>. Martin Durbin inquired as to whether or not the library incurred any expenses in canceling the fundraiser. Mary noted that there were no lost deposits or anything of that nature.

8. Mary noted that we should be able to get more money now for the bond issue resulting in less money being put down by the library. Discussion then turned to the groundbreaking ceremony for the library renovations. The Board decided on October 23<sup>rd</sup> as the date for the groundbreaking.

Susan Vigorita made a motion, seconded by Martin Durbin, to conduct the groundbreaking on October 23<sup>rd</sup>.

Roll Call Vote:

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

Nays: 0

Absent: 0

“6” ayes, “0” nay, “0” absent – Motion carried.

9. Mary noted there would be an increase in the water bill of about \$160 due to the recent increase by the City. Martin inquired about the sprinkler system and whether or not it was tied to the EMS system. Mary thought that it was. Martin noted that the sprinklers recently were running and it was raining. Mary will have Paul take a look at them.

Mary reminded the Board to sign up for the Awareness Fair if they were available to help out.

Kim inquired as to when Mary’s last day would be. Mary stated that her last work day would probably be October 19<sup>th</sup>.

The audit was briefly discussed. Martin inquired whether or not it was already submitted in electronic form. Mary was not sure. She did note that it had been sent to the comptroller. There was some discussion about the audit being late this year due to the change in accountants, which resulted in the audit being forwarded to the comptroller prior to being approved by the Board. It was noted that an adjusted audit could be sent if need be. It was noted that the audit should be done earlier next year to avoid this scenario.

**Appointment of  
New Trustee**

**Update on  
Fundraiser**

**Library Plans/Bond  
Issue Update**

**Open Forum**

10. Kimberly Duffy made a motion, seconded by Martin Durbin to adjourn the meeting.

Adjournment

Roll Call Vote:

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

Nays: 0

Absent: 0

“6” ayes, “0” nay, “0” absent – Motion carried. Meeting was adjourned at 8:10 p.m.

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Jacqueline Muscarella, Secretary

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