

**MINUTES OF THE MEETING OF THE BOARD  
OF TRUSTEES OF THE ACORN PUBLIC LIBRARY  
October 13, 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. Also present were Mary Tuyschaevers, Director, Debra Tetlak, Secretary to Board, and Brad Duff-Hudkins, newly appointed Trustee.

Also in attendance were Jamie Rachlin from BMO Capital Markets, Jen Van Sickle, Acting Director, and Kim Mahlum, student observing from Governor's State University.

3. Jackie Muscarella swore in Brad Duff-Hudkins as Board Trustee with a term of office to commence October 13, 2010 lasting until a successor is sworn in. The Board congratulated and welcomed Brad.
4. Susan Vigorita made a motion, seconded by Sheri Halwax to approve the consent agenda as follows:

- a. Approval of September 8, 2010 Regular Board Meeting Minutes
- b. Approval of September 8, 2010 Public Hearing Minutes
- c. Approval of September 22, 2010 Committee of the Whole Report
- d. Approval of September 29, 2010 Special Board Meeting Minutes
- e. Treasurer's Report
- f. Approval of Bills
- g. General Fund Income and Disbursement Report
- h. Director's Report
- i. Departmental Reports
- j. Reports on meetings attended by Board and Staff

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

Nays: 0

Absent: 0

"7" ayes, "0" nay, "0" absent – Motion carried.

5. Martin Durbin inquired as to the need to formally approve the letter of recommendation. Mary explained that it is to approve the general contractor. Jim Richmond noted that it is a formality and that the letter basically restates what was agreed upon at the last meeting.

Sheri Halwax made a motion, seconded by Susan Vigorita, to approve the letter of recommendation.

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

Nays: 0

Absent: 0

"7" ayes, "0" nay, "0" absent – Motion carried.

6. Jim explained that this ordinance basically notes what the library is budgeting or levying for. This is a standard step in approving the ordinance.

Jackie Muscarella made a motion, seconded by Martin Durbin, to enact the Truth in Taxation Ordinance No. 10-09.

Roll Call Vote:

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

**Call to Order**

**Roll Call**

**Induction of  
New Trustee**

**Consent Agenda**

**Letter of  
Recommendation**

**Truth in Taxation  
Ordinance No. 10-09**

Nays: 0  
Absent: 0  
Abstain: Brad Duff-Hudkins  
“6” ayes, “0” nay, “0” absent, “1” abstention – Motion carried.

7. Jackie Muscarella made a motion, seconded by Kimberly Duffy, to authorize the Truth in Taxation posting and publication of the Notice of Public Hearing to adopt Levy Ordinance.

Roll Call Vote:

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

Nays: 0  
Absent: 0  
“7” ayes, “0” nay, “0” absent – Motion carried.

8. Susan Vigorita made a motion, seconded by Brad Duff-Hudkins, to enact the annual statement of receipts and disbursements and authorize the publication and filing with the County Clerk.

Roll Call Vote:

Ayes: Jim Richmond, Jacqueline Muscarella, Susan Vigorita, Martin Durbin, Kimberly Duffy, Sheri Halwax and Brad Duff-Hudkins-

Nays: 0  
Absent: 0  
“7” ayes, “0” nay, “0” absent – Motion carried.

9. Jamie stated that they went to market with the bonds and the library received a rating of AA-. Discussion took place about the rating and how it is determined. All things considered Jamie felt it was a good rating and was happy with it. He also noted that due to the rating and current market conditions they were going to do about .05% better than expected with a rate of 4.5%. This would result in \$61,000 per year payment.

He noted the bonds would be sold to investors and the library would close on 10-28-10. It was suggested that a separate account for the bonds would probably be helpful. Kim expressed concern about the funds being in only one account due to FDIC limits. Jamie suggested requesting a collateralized account which is backed by securities. There is no interest on such an account. He also noted that the library could separate the funds into different accounts. Kim will look into to see how best to proceed. Jamie will also look into it further.

Jamie stated that the library will pay the debt service twice a year. The library can expect to receive a letter about a month in advance regarding the payment. Mary inquired as to whether or not the debt could be paid off early. Jamie indicated that there is a 10 year call on the bond. After 10 years it can be paid in full. Extra funds can be paid in before then as well if available.

Susan Vigorita made a motion, seconded by Sheri Halwax, to approve Bond Ordinance No. 10-10.

Roll Call Vote:

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

Nays: 0  
Absent: 0  
Abstain: Brad Duff-Hudkins  
“6” ayes, “0” nay, “0” absent, “1” abstention – Motion carried.

John Williams from Hearne & Associates, P.C. joined the meeting at 7:30 p.m.

Susan Vigorita made a motion, seconded by Sheri Halwax to take a short recess in order to sign legal documents regarding the Bond Ordinance.

**Truth in Taxation  
Notice of Public  
Hearing to adopt  
Levy Ordinance.**

**Annual Statement  
of Receipts and  
Disbursements  
Publication and  
Filing with the  
County Clerk**

**Bond Ordinance  
No. 10-10, providing  
for the issue of  
General Obligation  
Bonds (Alternate  
Revenue Source),  
Series 2010**

Roll Call Vote:

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

Nays: 0

Absent: 0

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

Entered into recess at 7:31 p.m.

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

Roll Call Vote:

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

Nays: 0

Absent: 0

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

The meeting reconvened at 7:50 p.m. Jamie Rachlin. exited the meeting at 7:51 p.m.

10. Mr. John Williams proceeded to review the results of the audit for the Board. He noted that the audit generally went smoothly with the transition to the new auditors. He discussed the contents of the letter to the Board which detailed the audit’s findings. There were a couple of practices for which Mr. Williams suggested implementing control procedures. Currently Karen is responsible for receiving invoices, paying them, the bank reconciliation and posting. He suggested having someone else review bank statements that could follow up on any issues. This would have at least two people having oversight. In addition, the payroll is all in one person’s hands as well. He suggested having someone review the paychecks after the fact to verify what is entered in. Kim does do this now, but he felt the reports in Quicken should also be reviewed.

He also noted that the Board should consider the reserve fund and how to identify items and put them into categories for the fund balance reporting which will come up 6-30-2012.

Martin inquired as to whether or not they worked with Jim Smaron to review this year’s audit and whether or not they had any information on the audit in digital form. Mr. Williams noted that yes the information from Mr. Smaron was transitioned to Hearne & Associates.

Martin also inquired as to his thoughts regarding the bond rating and if there were any concerns about the rating or incurring the amount of debt. Mr. Williams explained that is not the purpose of their company. The purpose is to go through the financial statements and issue an opinion of the statement and processes. Kim wanted to know if they could offer any advice on the money the library is getting and protecting it. He noted they could offer some advice such as getting guarantees from banks, the strength of the bank, trans-account guarantee program (TAG). He did note that collateralizing would probably be a better way to go.

In closing he noted that he could offer an unqualified clean opinion of the library’s financials and that all books and records are in good condition. There is a deficit this year compared to last, but that was due to the expense of the parking lot and the EMS. They have submitted the annual financial report to the state, not the audit report. The Board did note that they would prefer to review the annual financial report prior to it being submitted to the state. There was some confusion as to when the report was due to be submitted with the change in auditors.

John Williams exited the meeting at 8:08 p.m.

Jim concurred with Mr. Williams’ recommendations for better control of processes.

Susan Vigorita made a motion, seconded by Sheri Halwax, to accept the audit results.

Roll Call Vote:

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

Nays: 0

Absent: 0

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

11. Jim presented copies of the minutes from the executive session from 9-22-10 and 9-29-10 for the board to review.

Approval of  
9-22-10 and  
9-29-10 Executive  
Session Minutes

Sheri Halwax made a motion, seconded by Martin Durbin, to approve the Executive Session minutes from 9-22-10 and 9-29-10.

Roll Call Vote:

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

Nays: 0

Absent: 0

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

12. The library was looking forward to participating in the Christmas Party this year with the City and Park District. However, the venue is too small to accommodate all groups with the initial date that has been chosen. As a result the library will be looking at alternate arrangements for this year’s party. Several options were briefly discussed. Since no decision need be made immediately, Jim will discuss it with Jen and the staff. He will let the Board know what they come up with.

Christmas Party

13. Mary reminded the Board that the Awareness Fair is coming up on 10-16-10. She will be there Friday evening to set up from 6:30 to 9:00 p.m. She noted that there will be pizza and refreshments available for those setting up. Martin Durbin, Sheri Halwax, Kimberly Duffy and Jim Richmond will all be on hand to help out on Saturday.

Community Awareness  
Fair – October 16th.

14. Jim noted the Director’s position was posted on October 1, 2010. Thus far the library has received six applications, three of which are from Illinois and three are out of state. It was decided to post the advertisement for no more than 30 days. The applicants’ resumes will be posted on the website for the Board to review. Jim is hoping to begin interviewing in early November.

Update on Director’s  
Position

15. It was decided that the ceremonial groundbreaking will take place on 10-23-10. Discussions took place about who should be invited. Mary noted that there will be an article in the paper on Saturday and it will be announced at the Community Awareness Fair. Susan Vigorita volunteered her husband to videotape the groundbreaking. Jim will handle inviting the elected officials.

Open Forum

Jim noted that some vendors/utilities have shortened the time period in which to pay bills. Karen is asking for authorization to pay some of these bills by electronic fund transfers to avoid late fees. There was some discussion about how these will be reconciled, but it was decided that there should be enough information on the bank statement to reconcile without any problems. Karen may have to send information on these bills ahead of time since they may have to be paid before the monthly board meeting.

Susan Vigorita inquired as to whether or not her father’s signature had been picked up by Pat Callahan for the donor’s plaque. Mary indicated it was still at the library and she was going to contact Pat to arrange pick up.

Jim noted that the nominating petitions are now available and the notice was posted. The timeframe for filing has been moved up. Those planning to run need at least 50 signatures on their petitions.

Jim stated that those having to run for re-election will need to decide if it will be for a full six-year term or the unexpired four-year term. The term should be noted at the top of their petition.

Mary's last day will be October 19<sup>th</sup> as she is taking a personal day on October 20<sup>th</sup>. The Board wished her well in her new position in New Mexico.

Problems with kids congregating around the entrance of the library were discussed. The time period of between 3:00 and 5:00 p.m. is when they have the most kids around. It was suggested to possibly have the police ride by to show their presence and hopefully eliminate potential problems.

Martin noted the need for a caution sign by the book drop. He stated that cars whip around without looking. He is concerned that someone will get hit by a car. Mary will have Paul look into it.

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

Adjournment

Roll Call Vote:

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

Nays: 0

Absent: 0

"7" ayes, "0" nay, "0" absent – Motion carried.

Meeting was adjourned at 9:00 p.m.

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Jacqueline Muscarella, Secretary

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