

**MINUTES OF THE MEETING OF THE BOARD  
OF TRUSTEES OF THE ACORN PUBLIC LIBRARY  
November 10, 2010**

1. The meeting was called to order at 7:23 p.m.
2. Those present were Jim Richmond, President, Kimberly Duffy, Treasurer, Jacqueline Muscarella, Secretary, Martin Durbin, Susan Vigorita and Brad Duff-Hudkins, Trustees. Sheri Halwax was present thru speakerphone via Skype. Also present were Jen Van Sickle, Acting Director and Debra Tetlak, Secretary to the Board.
3. Susan Vigorita made a motion, seconded by Jackie Muscarella to approve the consent agenda as follows:

**Consent Agenda**

- a. Approval of October 13, 2010 Regular Board Meeting Minutes
- b. Approval of November 3, 2010 Committee of the Whole Report
- 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, Jacqueline Muscarella, Susan Vigorita, Martin Durbin, Sheri Halwax, and Brad Duff-Hudkins.

Nays: None

Absent: None

Abstain: None

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

4. Brad Duff-Hudkins questioned the 16% increase in taxes. Jim Richmond explained that in reality the percentage is more like 3.89% because of the fact that the number compares what we ask for this year against what we received last year (as opposed to what we asked for this year against what we asked for last year). That is the reason for the higher stated percentage. Jackie Muscarella made a motion, seconded by Susan Vigorita to enact Levy Ordinance No.10-11 and authorize the filing of certified copy of Levy Ordinance.

Roll Call Vote:

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

Nays: None

Absent: None

Abstain: Brad Duff-Hudkins.

“6” ayes, “0” nays, “0” absent, “1” abstention – Motion carried.

5. Susan Vigorita made a motion, seconded by Jackie Muscarella, to enact the Certificate of Compliance with Truth in Taxation Law and Authorize Filing of Certificate.

Roll Call Vote:

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

**Call to Order**

**Roll Call**

**Consent Agenda**

**Levy Ordinance  
No. 10-11 and  
Authorize Filing  
of Certified Copy**

**Certificate of  
Compliance with  
Trust in Taxation  
Law and Authorize  
Filing of Certificate**

Nays: None  
Absent: None  
Abstain: None

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

6. Kimberly Duffy made a motion, seconded by Brad Duff-Hudkins, to enact Ordinance 10-12 Authorizing Reduction of Tax Extensions for Levy Year 2010 as necessary and Authorizing Filing of the Ordinance.

**Ordinance No.  
10-12 Authorizing  
Reduction of Tax  
Extensions**

Roll Call Vote:

Ayes: Jim Richmond, Kimberly Duffy, Jacqueline Muscarella, Susan Vigorita and Sheri Halwax.  
Nays: None  
Absent: None  
Abstain: Martin Durbin, Brad Duff-Hudkins.

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

7. The Board briefly discussed giving the staff a Staff Appreciation Day again next year. It was explained to Brad that the staff is given a free day off as a thank you for their efforts throughout the year. The Board felt it would be appropriate to once again give the staff a Staff Appreciation Day.

**Staff Appreciation  
Day**

Kim Duffy made a motion, seconded by Jackie Muscarella, to approve a Staff Appreciation Day for 2011.

Roll Call Vote:

Ayes: Jim Richmond, Kimberly Duffy, Jacqueline Muscarella, Susan Vigorita, Martin Durbin, Sheri Halwax, and Brad Duff-Hudkins.  
Nays: None  
Absent: None  
Abstain: None

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

8. Jim Richmond noted that the library newsletter is due to come out soon. He would prefer that this edition be held until the new director is on board. The Board was in agreement with this. He also noted that at some point the Board should discuss funding the paper newsletter versus going completely electronic. Kim suggested mentioning going electronic in the next newsletter to notify the community that the newsletter would be transitioning to an electronic newsletter. Jim thought it would be a good idea to look into how other libraries are doing their newsletters. It was noted that about 80 residents now receive the newsletter electronically.

**Newsletter**

9. The Community Awareness Fair went well. It was noted there were fewer exhibitors this year. The library will plan to exhibit at the fair next year.

**Community  
Awareness Fair**

10. This year’s Christmas party is December 17<sup>th</sup> at 6:30 p.m. at Gaelic Park. This is a joint party with the City and Park District. All the trustees, staff and the Friends’ executive board are invited. If you plan to bring a guest the cost is \$20.00 per guest. Karen will notify the mayor’s assistant with a head count. Jim noted that the library will help defray some of the expenses with the tips, entertainment and/or centerpieces.

**Christmas Party**

11. Jim noted that seven candidates for the position were selected to interview; six of whom who were scheduled for interviews. The seventh ultimately declined. Interviews will be conducted over the next two weeks and it is hoped that a candidate will be selected in December, with an offer being extended by January. Jim will prepare some basic interview questions and the Board will have an opportunity to ask additional questions as well. Jim will also notify those applicants who will not be called for interviews at this time.

**Director Search**

12. A thank you note was received from Tom and Sheri Halwax for the plant and flowers the library sent.

**Correspondence**

13. It was noted that the Murphy Miller maintenance agreement is up for renewal. Jen will sign this to extend it until 1-31-12. Martin was concerned about the response time for problems with the system. He wondered how long it takes to respond and also questioned the ability to address issues remotely. Jim indicated that we could look into the response time to see what Murphy Miller says.

**Open Forum**

Jim noted that he spoke with StudioGC regarding the standard contract documents with the contractor that the library received. These have been signed and returned. The agreement with UMB Bank, N.A. (as the registrar for the bonds) has also been signed and returned.

Discussion took place about the disposition of the fundraising items the library still has and what should be done with them. The consensus was that the patron holiday party was not the best time to try to auction these items off. It was felt that a better opportunity might be after all the renovations are complete or during the course of the upcoming year. It was also suggested that perhaps the items could be put on the website up for bid.

Kimberly Duffy exited the meeting at 8:00 p.m.

A pre-construction meeting is to be scheduled and the project manager will be here to meet with some of the staff to discuss any concerns/issues. The Board is welcome to attend. Jim will let the Board know when he is informed that a meeting has been scheduled. Jackie noted that Kim was concerned about the number of outlets that will be available for patrons to plug in their laptops. Jen will check on this with Angie.

14. Jacqueline Muscarella made a motion, seconded by Susan Vigorita to adjourn the meeting.

**Adjournment**

Roll Call Vote:

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

Nays: None

Absent: Kimberly Duffy.

“6” ayes, “0” nays, “1” absent – Motion carried. Meeting adjourned at 8:16 p.m.

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Jacqueline Muscarella, Secretary

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