

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

1. The meeting was called to order at 7:02 p.m.
2. Those present were Jim Richmond, President, Kimberly Duffy, Treasurer, Jacqueline Muscarella, Secretary, Martin Durbin, Sheri Halwax and Brad Duff-Hudkins, Trustees. Absent was Susan Vigorita, Trustee. Also present were Jen Van Sickle, Acting Director and Debra Tetlak, Secretary to Board.
3. Brief discussion took place regarding the upcoming renovations and the new contact from StudioGC, Rick Petricek, who is replacing Angie Bollinger. It was noted that there is some new phasing of the project and that we are awaiting quotes for moving the books. Martin inquired about Gallagher Insurance and wondered if this was something new. Jim explained that it is the standard renewal.

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

- a. Approval of November 10, 2010 Public Hearing Minutes
- b. Approval of November 10, 2010 Regular Board Meeting Minutes
- c. Approval of November 11, 2010 Committee of the Whole Report
- d. Approval of November 17, 2010 Committee of the Whole Report
- e. Approval of November 23, 2010 Committee of the Whole Report
- f. Approval of December 1, 2010 Committee of the Whole Report
- g. Treasurer's Report
- h. Approval of Bills
- i. General Fund Income and Disbursement Report
- j. Director's Report
- k. Departmental Reports
- l. Reports on meetings attended by Board and Staff

Roll Call Vote:

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

Nays: None

Absent: Susan Vigorita

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

4. Jim presented the list of 2011 Board Meeting dates. He noted the May meeting will take place the third Wednesday of the month due to the elections. Ordinance #11-01 will be prepared to approve the meeting dates at the next Board meeting.

5. The insurance, as noted above, is up for renewal. Hartford is the carrier for the insurance.

Kimberly Duffy made a motion, seconded by Jackie Muscarella to accept the new insurance policy for 2011.

Roll Call Vote:

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

Nays: Martin Durbin

Absent: Susan Vigorita

“5” ayes, “1” nays, “1” absent – Motion carried.

6. The minutes for the executive sessions were briefly discussed.

**Call to Order**

**Roll Call**

**Consent Agenda**

**Board Meeting Dates**

**Insurance Renewal**

**Executive Session  
Minutes**

Brad Duff-Hudkins made a motion, seconded by Sheri Halwax to approve the executive session minutes.

Roll Call Vote:

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

Nays: None

Absent: Susan Vigorita

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

7. Jim questioned the use of the recycling container and wondered how much it was being used and whether the cost justified the need. Jen is going to check with Paul to see how often the containers are emptied and whether or not they are full when emptied. She was also to check with Karen with regards to the cost of the containers.

**Garbage/Recycle Containers**

8. Discussion took place about the best banking options for the library’s funds. Jim noted that the Oak Forest Banking Center would like to have the library’s business. The library might be amenable to switching banks if it resulted in a better rate of return. Jim was asking for the Board’s authorization to have Kim look into this and to move the funds if she felt it were in the library’s best interest.

**CD/Bank Accounts**

Brad Duff-Hudkins made a motion, seconded by Sheri Halwax, to authorize Kimberly Duffy, Treasurer, to contact the Oak Forest Banking Center regarding savings options and to move funds as necessary.

Roll Call Vote:

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

Nays: None

Absent: Susan Vigorita

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

9. The Services Policy was briefly reviewed. No changes were needed at the present time. However, in the event other media were offered in the future, the policy would need to be updated.

**Services Policy Review**

10. Discussion took place about the current Longevity Awards Policy. In the past longevity awards were presented at the Christmas party. At the present time full-time employees receive longevity awards beginning with 10 years of service. The current policy reflects that Board members also receive longevity awards. It was suggested that awards begin at five years of service and that part-time employees be included on a pro-rated basis; and that longevity awards for Board members be eliminated. Jim will be preparing a draft resolution to amend the policy. This will be discussed and adopted at the January meeting. Martin would like to see information on the number of awards given out in the past. Jim is going to have Karen check and see if she can provide any numbers on this.

**Longevity Awards Policy Review**

Brad Duff-Hudkins made a motion, seconded by Kimberly Duffy to amend the policy to adopt at the January Board meeting.

Roll Call Vote:

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

Nays: None

Absent: Susan Vigorita

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

11. A total of 17 guests from the library will be attending the Christmas Party, 6 of the 17 are employees. The library will be paying for the centerpieces for the event. The food and bar are courtesy of Gaelic

**Christmas Party**

Park. Tables will be reserved for the group from the library.

12. Notes were received from several of the candidates for the director position thanking the Board for the opportunity to interview.

Jim Richmond noted that he received a renewal notice via e-mail to renew his ILA membership. In an effort to expedite things the Board wondered if all could renew by e-mail to save some time and money. It was questioned whether Karen could set up an account for Acorn and do this for all the members. Martin expressed a desire to be an ALA member. Jim noted he could join if he wished.

13. Kimberly Duffy made a motion, seconded by Brad Duff-Hudkins to enter into Executive Session under exception #2(c)(1) for personnel.

Roll Call Vote:

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

Nays: None

Absent: Susan Vigorita

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

Executive session was entered into at 8:58 p.m. Returned from executive session at 9:29 p.m.

Brad Duff-Hudkins made a motion, seconded by Sheri Halwax to extend an offer to the Board’s candidate of choice.

Roll Call Vote:

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

Nays: None

Absent: Susan Vigorita

“6” ayes, “0” nays, “1” absent – Motion carried. Jim will contact the candidate to extend the offer.

14. There was brief discussion about snow removal and whether or not Jen was satisfied with the current service. Jen did note that he did not show up on Saturday. Despite this they were open to allowing more time to see whether or not it was going to work out. They do have a backup in case things do not work out.

15. Kimberly Duffy made a motion, seconded by Brad Duff-Hudkins to adjourn the meeting.

Roll Call Vote:

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

Nays: None

Absent: Susan Vigorita

“6” ayes, “0” nays, “1” absent – Motion carried. Meeting adjourned at 9:45 p.m.

**Correspondence**

**Executive Session**

**Open Forum**

**Adjournment**

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Jacqueline Muscarella, Secretary

Dated: \_\_\_\_\_, 2011