

**MINUTES OF THE MEETING OF THE BOARD
OF TRUSTEES OF THE ACORN PUBLIC LIBRARY
January 11, 2011**

1. The meeting was called to order at 7:00 p.m.

Call to Order

2. Those present were Jim Richmond, President, Kimberly Duffy, Treasurer, Jacqueline Muscarella, Secretary, Martin Durbin, Susan Vigorita, Sheri Halwax and Brad Duff-Hudkins, Trustees. Also present were Paul Mills, Director, Jen Van Sickle, and Debra Tetlak, Secretary to Board.

Roll Call

The Board also recognized Pat Callahan and Rick Petricek from StudioGC.

3. Jim Richmond welcomed Paul Mills, the new Director. The Board, as well as staff and patrons, are happy to have him on board and looking forward to working with him. Paul noted he has already been interviewed by “The Patch” and may be doing a column for them as well.

The Board expressed their thanks for a job well done to Jen for filling in as interim director.

Jim noted that Item 3A on the agenda will be moved up for discussion before the consent agenda.

4. Pat Callahan introduced Rick Petricek, who will be replacing Angie as the contact for StudioGC. Rick will be present throughout the construction process and will be available for any issues/problems or questions that may come up. Rick noted that the permit has been received and the project is moving forward. The holdup was an issue with a water main tap, but that has been addressed. He gave the status of the work so far and briefly explained what is coming up next.

Jim wanted to know what type of carpeting is going to be installed, whether or not it was rolled goods or carpet tiles. He would like the option of being able to replace carpet in the higher traffic areas as it becomes worn, without having to replace the whole carpet. Rick will check with the subcontractor who is getting information on carpeting and Rick will look into it himself as well.

Pat had high praise for the City of Oak Forest and complimented them on their very timely responses and cooperation with moving the project forward.

Since the wall in the lower level was going to be up for a couple of months, Pat was going to check with the contractor to see if he would be agreeable to letting children paint the drywall. He thought it could be a fun project for them. He will let the Board know what he finds out.

Rick will be providing weekly updates and will submit minutes from the construction meetings to keep the Board informed of the progress.

Paul noted that Rick suggested that he and some of the staff pay a visit to LFI furniture to take a look at different options for furniture.

Pat and Rick exited the meeting at 7:20 p.m.

Jim asked the Board whether or not Rick’s updates should be posted on the website and it was agreed that they should. A new folder will be added to post the updates to.

Jim stated that item 3C – Approval of the Executive Session Minutes would be removed and added to next month’s agenda as the minutes are not yet available.

5. Kim wanted to know whether or not Acorn charges a processing fee similar to what other libraries do. Jen thought that Acorn did, but was not sure. Paul was going to check into it. Martin Durbin inquired about what “MA” was in Karen’s management report. Paul explained this is the

Consent Agenda

Management Association. Paul's experience with this organization has been very favorable. He notes it is a good resource and offers guidance and information on various personnel issues. The annual fee for this is \$910, but he feels it is reasonable for the services provided. Karen is interested in attending more meetings and Paul plans to attend as well.

Jackie Muscarella inquired about the cost for the Christmas Party. Jim noted that Acorn's share was \$210.00, which he felt was reasonable as it related to number of library participants.

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

- a. Approval of December 8, 2010 Regular Board Meeting Minutes
- b. Treasurer's Report
- c. Approval of Bills
- d. General Fund Income and Disbursement Report
- e. Director's Report
- f. Departmental Reports
- g. 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

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

6. Jim presented Regular Board Meetings Ordinance (#11-01) as specified by 75 ILCS 16/30-50 which indicates the dates for board meetings for the upcoming year.

Ordinance #11-01

Brad Duff-Hudkins made a motion, seconded by Martin Durbin to adopt Ordinance #11-01.

Roll Call Vote:

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

Nays: None

Absent: None

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

7. IMRF requires the designation of an authorized agent. Martin Durbin inquired as to what the responsibilities of an authorized agent are. Paul explained that typically the library director is the authorized agent and as agent they are the contact person for any questions/issues that might arise. As the authorized agent they also may cast a vote in the event a board position is to be filled.

IMRF Authorized Agent

Susan Vigorita made a motion, seconded by Jackie Muscarella, to authorize Paul Mills as the IMRF authorized agent.

Roll Call Vote:

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

Nays: None

Absent: None

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

8. Paul explained that MLS has always strongly pursued standards for libraries which include staffing criteria and ensuring libraries are providing a good level of services to their communities. The MLS certification states that the library agrees with the mission statement, tax rate, and is in compliance with MLS' membership criteria, staffing, etc. As part of the merger each library must submit this certification. With the smaller libraries that are part of the merger, Paul is not sure how this certification will be used as some libraries may not have the resources to comply.

MLS Certification

Susan Vigorita made a motion, seconded by Sheri Halwax, to approve the MLS Public Library Certification.

Roll Call Vote:

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

Nays: None

Absent: None

Abstention: Martin Durbin

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

9. There was brief discussion as to the origins of resolution numbers and how we have now arrived at #170. It was traced back to 1985 when Resolution #1 was adopted amending the lending procedures. All changes, updates, revisions, etc to the policy manual are handled through resolutions. Resolution #170 addresses revision of the vacation accrual for the Director's position.

Resolution #170

Brad Duff-Hudkins made a motion, seconded by Susan Vigorita to adopt Resolution #170

Roll Call Vote:

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

Nays: None

Absent: None

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

10. Changes to the longevity policy were discussed. All employees, full-time and part-time will now be eligible for longevity awards. Discussion took place about how/when to present the awards to staff that is eligible. It was decided that staff members receiving longevity awards would be invited to the Board meeting to receive their award. The Board also decided to eliminate Board members and now Board members will no longer be eligible to receive longevity awards.

Resolution #171

Brad Duff-Hudkins made a motion, seconded by Susan Vigorita, to adopt Resolution #171 Longevity Awards Policy.

Roll Call Vote:

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

Nays: None

Absent: None

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

11. Discussion then turned to the staff members who would have received a longevity award last year had the board adopted the new policy last month, which was agreed to at the December meeting. There are four employees who would have been eligible. The Board felt it was appropriate to retroactively recognize those staff members who would have qualified last year under the revised policy standards.

Susan Vigorita made a motion, seconded by Sheri Halwax, to apply the new longevity policy retroactive to 2010.

Roll Call Vote:

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

Nays: None

Absent: None

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

12. The Christmas Party was enjoyed by those who attended. There was some concern as to why more staff members did not attend. It was thought perhaps the date was a conflict for some since it was held later in the month than usual. The party is typically held the first Friday in December. Jim will be checking with the city to see if the date has been booked for 2011. He encourages all staff to attend as it was a nice event.

Christmas Party

13. It was determined that the recycle bin was picked up every two weeks and is about half full when picked up. Karen informed Jim that the charge for the small recycle container that we have is \$47.00 for a pick-up every two weeks. The bin can be picked up once a month for a charge of \$35.00. It was so changed based upon Jim’s recommendation to the once a month pick-up. It will be monitored over the next few months to see if this will be adequate.

Recycling Bin

14. Jim stated that one account has been closed, the Prime Fund, and has now been moved to the Oak Forest Banking Center. Jim expects that we will be receiving a payment schedule in the very near future from StudioGC and these funds will be used as needed for payment on the project.

CD/Bank Accounts

15. Jim updated the Board on the ILA membership. It is \$75 per trustee to join the ILA. As a member a trustee can attend conferences, receive the Reporter monthly and is eligible to run for a board position. The option exists for the library to have an institutional membership for \$235. Institutional memberships provide one copy of the Reporter and discounts for conferences, but members cannot run for board positions. An institutional membership would provide a savings since all board members joining individually costs \$525.00.

Open Forum

Martin inquired about joining the ALA. Paul indicated that he preferred membership in the ILA and is not a member of the ALA. Jim noted that a Board trustee could join the ALA if they wished.

Possible grant opportunities were discussed. Unfortunately Paul was not very optimistic about future grants. In the current economic climate there are few sources available. Kim indicated that State Senator Maggie Crotty has suggested the library provide a letter to her regarding some needs for the project and their associated costs; of course with no guarantee. Paul will provide a letter for Jim, Kim and Paul to sign in the hopes it may result in some grant funds.

Kim is looking into the cost of purchasing the water cooler versus renting it. Also, there was consideration of purchasing the vending machine in the staff break room as the current owner was offering it for sale. After research Kim indicates that purchasing this would not be a good idea as the machine is of very poor quality. Paul noted that the owner may have another buyer for the machine at this point.

Kim inquired about the newsletter and also about adding a virtual donor section on the website. Kim noted that people have been using the envelopes for donations. Paul stated around \$800 has been received in donations so far.

Brad Duff-Hudkins asked for Paul’s opinion about doing away with the Dewey system and what the pros/cons might be. Paul and Jen both were not in favor of this. Paul felt that if you were going to do this you would need to do some long-term planning. He has heard mixed results from other libraries

that have done away with the Dewey system. He felt you could achieve the same results with Dewey by signage, good displays and marketing of your collection.

Brad also asked whether or not the library had a voice with regard to the new proposed TIF district. Jim indicated that the library is invited to attend the meetings and can certainly voice any objections, but he was not certain of what impact the objections might have.

Paul noted he received a letter that mandated the library to attend the TIF meeting. He is planning to attend and welcomed any board member to accompany him.

The newsletter had been postponed pending the hiring of a new director. Now that Paul is on board a newsletter can be sent out announcing the new director. Paul talked about adding information about the progress of the library renovations. Kim commented that perhaps we could get some pictures of the renovations put up on the website or added to the Flickr account.

Paul mentioned that he would be writing a Director's Blog which he would use to update the community on library issues, etc. He was going to put some things together and see if he had enough material to publish it.

Paul also mentioned that the library has been invited to participate in a grant project which would train librarians in job counseling. They would then be able to help patrons looking for jobs. Paul, Megan and Eric were interested in participating in this project.

Paul also noted that SWAN costs will be going up and that the library may also have to pay for delivery. He suggested monitoring things at this time and to keep in mind the possibility of having to budget for this in the future. He estimates costs could be as much as \$12,000 annually.

Paul also suggested that the library move from Versatile, which the library now uses and pays for e-mail through, and go to Google apps. There would be no cost involved using Google apps which would allow for some cost savings.

16. Susan Vigorita made a motion, seconded by Martin Durbin, 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: None

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

Meeting adjourned at 9:09 p.m.

Jacqueline Muscarella, Secretary

Dated: _____, 2011