

**MINUTES OF THE MEETING OF THE BOARD
OF TRUSTEES OF THE ACORN PUBLIC LIBRARY
February 9, 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 and Debra Tetlak, Secretary to Board.

Roll Call

The Board also recognized Rick Petricek and Elizabeth Veatch from StudioGC.

The Director and Board were prepared to present longevity awards to the following staff members:

10 Years: Paul Rasmussen,
5 Years: Jen Van Sickle, Barbara Rompala, and Rebecca Conte

Unfortunately they were not available at the meeting to receive their awards. As such, Paul will take care of presenting the awards. The Board would like to convey their thanks to those staff for their years of service. Paul also mentioned that Pat Kucher will be retiring as of August 1, 2011 with over 24 years of service to the library.

3. Rick and Elizabeth from StudioGC were at the meeting to update the Board on carpet choices and color selection. At the Board's request Rick researched the cost of using carpet tiles versus rolled goods. The carpet tiles are a bit more expensive than the rolled goods, about \$12,000 more, but the installation costs would remain basically the same (\$5,600). The ability to swap out carpet tiles as they become worn or soiled is something the Board feels would be beneficial. All things considered Rick recommended the Board go with the carpet tiles. Several samples were provided for the Board to choose from that match the color scheme. He is looking for a decision sooner rather than later in order to keep the project moving along.

Carpet & Color Schemes

Rick and Elizabeth exited the meeting at 7:57 p.m.

4. Sheri inquired about the \$800 expense for Play-A-Ways. Paul believed this expense was to be covered by the remainder of the Bobby Rush Grant.

Consent Agenda

Brief discussion took place about the recent SWAN-MLS meeting Paul attended. A matter for consideration was whether or not to contract with MLS or opt to go out on our own. At this time Paul feels it would be best to try contracting with the system for a year to see how things go.

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

- a. Approval of January 11, 2011 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.

5. The minutes from the 12/8/10 Executive Session were presented for approval. The Board did not have any questions or concerns regarding the minutes.

**Executive Session
Minutes**

Susan Vigorita made a motion, seconded by Sheri Halwax, to approve the executive session minutes.

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. Article IV, Section 3 addresses term limits for executive positions for Board members. The by-laws now state terms are of two years duration and no more than two consecutive terms can be served. Some Board members preferred to keep the by-laws as they are now written, while others preferred to revise them. It was noted that the by-laws term limits are not mandated by the state in any way.

**Board’s By-Laws
Article IV, Sect. 3**

Jackie Muscarella made a motion, seconded by Kimberly Duffy to eliminate term limits.

Roll Call Vote:

Ayes: Kimberly Duffy, Jacqueline Muscarella and Susan Vigorita

Nays: Jim Richmond, Martin Durbin, Sheri Halwax and Brad Duff-Hudkins.

Absent: None

“3” ayes, “4” nays, “0” absent – Motion failed.

Discussion then turned to either changing the number of terms or the number of years in a term. Jim noted the state statute says officer elections should be held after each general election; which is every two years.

Kimberly Duffy made a motion, seconded by Jackie Muscarella, to change the number of consecutive terms for Board positions to three instead of two.

Roll Call Vote:

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

Nays: None

Abstention: Martin Durbin

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

It was noted that this will be adopted by resolution at the next meeting.

7. Effective 6-1-11 an Identify Protection Policy will be required by state law. The policy basically has to state that the library will protect Social Security information and indicate the ways they will go about protecting it. No procedural changes will be necessary. Implementation of the policy will basically acknowledge the fact that the library recognizes the importance of protecting this information and that they will do so.

**Identity Protection
Policy**

Brad Duff-Hudkins made a motion, seconded by Susan Vigorita, to adopt an Identify Protection 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.

8. The current emergency closing policy leaves the decision making responsibility with the Director and/or Board President. Recognizing that the Director and/or Board President may not always be present, a revised policy that would provide more guidance for the staff is proposed. The policy would provide a system to appoint a “person in charge” in the event of an emergency closing.

Emergency Closing Policy

Brad Duff-Hudkins made a motion, seconded by Sheri Halwax to approve the revised emergency closing 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.

9. Paul Mills drafted an FMLA policy to provide information on handling an extended leave of absence under FMLA. If a staff member qualifies for FMLA per policy and per law, Board approval for the request would not be required, though it would need to be brought to the Board if a variation in the policy were requested.

FMLA Policy

Brad Duff-Hudkins made a motion, seconded by Martin Durbin, to adopt an FMLA 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.

The FMLA Policy, the Identify Protection Policy and Emergency Closing Policy will all be formally adopted by Resolution #172 at the next Board meeting.

10. Discussion was continued on the building update. Paul noted that if the library was going to go ahead and do everything needed (for FF&E), it would be well over \$100,000 to do so. Paul suggested considering what was needed now and what could possibly be deferred in an effort to leave a cushion for the library. He estimates furniture alone could be as much as \$100,000 to \$150,000. Paul also noted that the library will need data cabling for the network and phone system, the costs of which have not been added in. He will have a much better idea of all costs once better numbers are available. For the time being Jim felt that the library can do the carpeting tiles and it makes sense to do them. With regard to the IT requirements, it was felt that this should be done and that other items/furniture could be deferred if need be. Paul will look into having some specs prepared and getting some prices for the cabling work so that a decision can be made.

Update on Building

Martin Durbin asked about the possibility of any grants being available. As suggested prior, Paul has reached out to Maggie Crotty and will be meeting with her on February 22nd. He will bring her up to date on the project with regard to IT and helping library patrons finding jobs. He remains less than optimistic about grant money being readily available in the current economic climate.

Kimberly Duffy inquired about the artist who has offered to donate a mural. Paul and Karen have talked with the artist and family and thanked them for their idea. They would prefer to hold off on the mural until the whole library renovation is complete before committing to a mural. Once the project has been completed they will have a better idea of where, or if, it is appropriate.

With regard to the color schemes that were presented for consideration, the Board agreed on the selections and Paul will notify StudioGC.

Kimberly Duffy made a motion, seconded by Brad Duff-Hudkins to approve the color schemes and

tile squares as presented.

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.

Lastly Paul noted that work on the main floor would be starting soon for the study rooms and reading room. He will be contacting Hallett next week to move the stacks to accommodate the project. He encouraged the Board to make any suggestions and ask questions regarding the renovation.

11. Paul announced that the upcoming newsletter will be the last issue to be printed and mailed. It is expensive to mail and has less flexibility/frequency of contact. He would like the library to be a leader in digital literacy and will be promoting receiving the newsletter via e-mail. Printed copies will still be available at the library and other places in the community. A digital version of the newsletter will provide additional information to the library in terms of how many people are reading it as the information can be noted. The library will be using Constant Contact which will accommodate up to 25,000 e-mail contacts. The cost for this is reasonable. One way to gather e-mail addresses discussed was the option of providing your e-mail address to be entered into a raffle to win a prize. Martin asked if it was required to provide e-mail when you applied for a library card. Paul noted at this time that it is not a requirement.

Newsletter

12. It was noted that Acorn does not currently offer e-books. Paul thinks that this is something the library should go ahead and do. This would take place as part of the consortium through Overdrive. Kim wondered if the library would need to make any policy changes to accomplish this, but Paul stated the policy is dictated by Overdrive.

Open Forum

Martin inquired about the recent TIF meeting. Paul and Brad had attended this meeting. There was no real information to report on aside from Food4Less was meeting its goals.

Paul has set up e-mails for the entire staff using Google Apps. This is at no cost to the library. Board members may also have e-mail accounts which they can use as is, or can use as forwards to their personal home e-mails. In the near future he will be switching the Board website over to a new site. He will also maintain a blog page. The new website should be easier to use for everyone. More information will follow when available.

13. Kimberly Duffy made a motion, seconded by Brad Duff-Hudkins, 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 9:34 p.m.

Jacqueline Muscarella, Secretary

Dated: _____, 2011