

**MINUTES OF THE MEETING OF THE BOARD
OF TRUSTEES OF THE ACORN PUBLIC LIBRARY
March 9, 2011**

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, Sheri Halwax and Brad Duff-Hudkins, Trustees. Also present were Paul Mills, Director and Debra Tetlak, Secretary to Board.
3. Martin inquired about the issue with the module for the boiler. Paul explained that the module, which is an original part, was broken and that they were having to manually reset the controller in order to keep the boiler working. Murphy Miller is ordering a new part which will have to be modified as replacement parts for this boiler are no longer available. On the plus side the part is covered as part of the service plan.

Jackie asked about the sprinkler system. Paul noted that the city is now requiring that the elevator also be protected by the sprinkler system. This of course will be an added expense to the library. The plans have been revised and submitted to the city for approval. Once the plans have been approved the work can be completed.

Paul has been working on getting quotes for the data cabling needs. He is keeping future needs in mind when considering what/where data drops are needed.

Paul noted that the story time sessions Jen is holding at Panera have been very popular and are drawing participants from neighboring communities.

Brad Duff-Hudkins made a motion, seconded by Susan Vigorita, to approve the consent agenda as follows:

- a. Approval of February 9, 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.

4. Resolution #172 covers changing of the By-Laws of the Board of Library Trustees, an FMLA Policy, an Identify Protection Policy and the Emergency Closing Policy.

Martin Durbin made a motion, seconded by Sheri Halwax, to approve Resolution #172.

Brief discussion took place clarifying the change to the by-laws which changes the number of consecutive terms a board member can serve as an officer from two terms to three terms; for a total of six consecutive years served.

Roll Call Vote:

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

Call to Order

Roll Call

Consent Agenda

Resolution #172

Nays: Brad Duff-Hudkins and Martin Durbin
Absent: None

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

Karen will update the policy manual and electronically as well.

5. As noted previously, the library can obtain an institutional ILA membership in place of individual memberships, which would result in a cost savings for the library. In the event a board member wished to run for an ILA board position, they would still be able to obtain an individual membership.

ILA Membership

Susan Vigorita made a motion, seconded by Jackie Muscarella, to obtain an institutional membership to the ILA for trustees in lieu of individual memberships.

Roll Call Vote:

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

Nays: None

Abstention: Martin Durbin and Brad Duff-Hudkins

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

6. Jim Richmond prepared a memo regarding the executive minutes. The Board is required to conduct a review of the minutes every six months to determine what, if any, minutes should be released to the public and what recordings should be erased, in accordance with 5 ILCS 120/2.06. It was determined that the minutes of 11/19/2007, 6/11/2008 and 6/10/2009 can now be released.

Executive Session Minutes

Jackie Muscarella made a motion, seconded by Susan Vigorita, to publicly release the executive session minutes of 11/19/2007, 6/11/2008 and 6/10/2009, and to destroy the digital recordings.

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. Paul Mills proposed the library join UCGA which is a service offered by LIMRiCC. This service would handle any unemployment compensation claims for the library. He estimated that the annual cost for this would be about \$2,200. He feels that this would be a more manageable way to handle unemployment costs. It also offers the potential to receive funds back if there are no claims.

Unemployment Compensation

Brad Duff-Hudkins made a motion, seconded by Susan Vigorita to join UCGA.

Roll Call Vote:

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

Nays: Martin Durbin

Abstention: Kimberly Duffy

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

8. Paul presented Studio GC Certificate for Payment G-003 for \$199,452. He is recommending release of payment to Maggio for work done to date. He sees no reason not to pay. Martin inquired as to whether or not there was any retainage. Paul noted that 10% is held back just in case something comes up.

Studio GC Payment Certificate

Susan Vigorita made a motion, seconded by Sheri Halwax to approve payment certificate G-003.

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. It was recently discovered that additional work will need to be done for the HVAC system for the addition. Testing revealed that airflow was deficient and additional duct work, as well as a roof top unit will be needed. The cost for this is approximately \$21,034.

Change Directive#1

Susan Vigorita made a motion, seconded by Sheri Halwax to approve the Change Directive #1.

Roll Call Vote:

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

Nays: Martin Durbin

Absent: None

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

10. Paul discussed a recent letter he received from Overdrive which notified the library of changes in the terms for use of eBooks in libraries. This change will limit the number of times an eBook can be loaned out before it expires. Needless to say, libraries are not too happy with the proposed changes. The ALA will be forming a committee to discuss these changes and the impact on libraries.

**Overdrive/
eBooks**

11. Paul demonstrated a new board website that will be more user friendly for board members. He will also set up new e-mail accounts for board members which can be used directly or have e-mail forwarded to existing e-mail accounts. Paul can set it up so that alerts are sent via e-mail when the site is updated. Board members can post questions for the director to address, but must not have conversations, especially those resulting in any type of decision, via the postings to avoid being in conflict with the open meetings act. He welcomes any suggestions for changes, etc. to the site. Brad was interested in being able to back out internal traffic to the site and see numbers which would more accurately reflect traffic on the site.

Newsletter

12. Jim asked about the budget timetable and whether or not Karen has completed this yet. Paul thought it had been done but was going to double check and let Jim know.

Open Forum

13. Brad Duff-Hudkins 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: None

“7” ayes, “0” nays, “0” absent – Motion carried. Meeting adjourned at 9:28 p.m.

Jacqueline Muscarella, Secretary

Dated: _____, 2011