

**MINUTES OF THE MEETING OF THE BOARD
OF TRUSTEES OF THE ACORN PUBLIC LIBRARY
April 13, 2011**

1. The meeting was called to order at 7:06 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 Hill, Director, and Debra Tetlak, Secretary to Board.

The Board also recognized Lt. Jack Janozik from the Oak Forest Fire Department.

3. Lt. Janozik was present at the meeting to discuss concerns the Board had with the additional work needed for the elevator and sprinkler system. He noted that after further investigation the sprinkler system would need to draw water from the main on Independence to ensure adequate water pressure/supply. Unfortunately this means that they will have to go under the parking lot to run the water lines, which results in additional costs to the library. With regard to the sprinklers in the elevator shaft. Lt. Janozik explained the need for sprinklers at both the bottom and top level of the shaft. In view of the fact that one cannot predict where the elevator would be in the event of a fire, sprinklers are needed at both the top and bottom to be able to extinguish a fire. Lt. Janozik also discussed updating the fire alarms in the library. He indicated the current alarms are very outdated and would need to be replaced with alarms that have horns and/or strobe lights.

The recent Freon leak that was the result of a worker cutting into a Freon line was briefly discussed. No staff or patrons were in the building when the leak occurred. It was necessary to have a cleaning crew come in to clean up the residue left from the Freon leak. Any costs associated with the leak and subsequent repair will be forwarded to Maggio for payment.

Lt. Janozik exited the meeting at 8:23 p.m.

4. Martin Durbin inquired about the bill for Tom Bender. Paul was not sure what this was for. He will look into it. Jackie asked about the Director's report and the information about the contingency fund. Paul indicated that there was \$30,000 in the contingency fund and he was looking for some guidance as how best to utilize these funds.

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

- a. Approval of March 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

Call to Order

Roll Call

Consent Agenda

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

5. The Certificate for payment was briefly discussed. All work noted has been completed and Paul indicated no reason to not approve payment.

Brad Duff-Hudkins made a motion, seconded by Susan Vigorita to approve the Certificate of Payment A. J. Maggio.

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. Change Order # 6 for the water service for fire suppression system was discussed. This change order will result in an additional \$9,319 cost to the library . The Board expressed frustration and concern that issues such as this were not identified as part of the original contract. Jim Richmond and Paul were planning to contact Pat Callahan to discuss their concerns prior to Paul signing off on this change order. Paul noted that Studio GC did agree to pay 10% of the costs for the additional work needed on the sidewalks/stoop for the addition. This reduced the library’s cost to \$12,268.

Brad Duff-Hudkins made a motion, seconded by Susan Vigorita, to approve Change Order #6 after discussing with Pat Callahan.

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. The cost for the additional sprinkler heads in the elevator shaft as required by the City of Oak Forest will result in an additional expense of \$3,590. The need for the sprinkler heads was discussed by Lt. Janozik. Paul noted that there will be additional expenses associated with this as electrical work will need to be done as well. He is waiting for a quote on this. In addition, an elevator operator may need to be on site during the work which is expected to take up to three days. These components may add a substantial amount to the costs.

Sheri Halwax made a motion, seconded by Jackie Muscarella to approve Change Order #7 with the costs not to exceed \$20,000 total.

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. Additional sidewalks/stoops are needed to provide a safe exit from the addition. As noted Studio GC has agreed to absorb 10% of the cost of this. The sidewalks/stoop will add an additional \$12,300 to the cost of the project.

**Studio GC
Payment G-004**

Change Order#6

Change Order #7

Change Order #8

Susan Vigorita made a motion, seconded by Sheri Halwax to approve Change Order #8.

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. Pursuant to a review by the City of Oak Forest it was determined that additional alarm devices and/or updated devices were necessary. Change Order #9 details the costs associated for this.

Change Order #9

Kimberly Duffy made a motion, seconded by Jackie Muscarella, to approve Change Order #9.

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. Paul noted that a contingency fund of \$30,000 was built into the budget. Paul had several items which he proposed the expense come out of this contingency fund. He was looking for direction from the Board as to whether or not he needed Board approval for these items or if he could use his discretion. The Board felt it was more than appropriate for him to use his discretion.

**Construction
Contingency Fund**

Susan Vigorita made a motion, seconded by Brad Duff-Hudkins, authorizing Paul Mills to use the funds in the contingency fund at his discretion.

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. Brief discussion took place about the design of the building plaque. Paul presented a draft of the plaque for the Board to take a look at.
12. Paul prepared job descriptions for each position in the library. Paul stated he felt it was important for the staff to know what their responsibilities and expectations are. With the job descriptions in place, he can now build an evaluation structure and set goals and objectives and indicate what key performance characteristics are required. The Board was very pleased with Paul’s approach to this.
13. Paul has also revised the comp time and overtime policies. Comp time will now have to be used within 30 days and is subject to the Director’s approval. This policy allows for some safeguards to be put in place to avoid any potential abuse. This policy change will be on next month’s agenda to be approved by resolution.

Building Plaque

**Staff Job
Descriptions**

**Policy Change
Comp &
Overtime**

Susan Vigorita made a motion, seconded by Martin Durbin, to approve the proposed policy changes.

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

14. Kimberly Duffy recently attended a session at Governors State University on fundraising. Kim noted that the library should have a standing committee and that they will need a mission statement and a case statement. It was also noted that the library should create a 501(c)(3) foundation for fundraising purposes. Both Kim and Brad are eager to begin working on ideas for fundraising.

**Fundraising
Committee**

Brad Duff-Hudkins made a motion, seconded by Kimberly Duffy to create a standing committee to address fundraising.

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

Jim then appointed Kim and Brad as Co-Chairs of the Fundraising Committee.

15. Paul prepared several budget options for the Board’s review. The pro’s and con’s of each option were briefly discussed. This year’s budget looks like it may result in approximately \$60,000 unspent. Paul is keeping a careful eye on this to see what transpires. If these funds are unspent, it could be transferred into the budget for 2012 or used to start building up a reserve.

**FY 2012 Budget
Review**

16. An invite from Moraine Valley Community College was received to attend a free reception on 4/28/2011. RSVP are required by 4/18/11.

17. Jim Richmond noted that at next month’s meeting the election results will be read and the board members will be installed. He also noted that elections for Board positions will take place. Brad Duff-Hudkins stated that he will not be present at next month’s meeting.

Open Forum

Susan Vigorita asked about the recent trivia contest at Grand Prairie. Paul noted that staff from Acorn did attend and won! Susan was sorry that she was not in attendance this year, but congratulated Paul and the staff for a job well done.

Jackie noted that it was Library Appreciation Week and suggested bringing in treats for the staff. The Board agreed that the expense for this should be taken out of Board expense. Jackie will take care of the treats for the staff.

Several Board members noted that they have had to agree to accept the policy if they were using the library’s Wi-Fi. Paul noted that the Wi-Fi policy will be updated to reflect this change. This change will help the Library avoid any potential issues if someone were to download copyrighted materials from the library’s site.

18. Susan Vigorita 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 10:43 p.m.

Jacqueline Muscarella, Secretary

Dated: _____, 2011