

**MINUTES OF THE MEETING OF THE BOARD
OF TRUSTEES OF THE ACORN PUBLIC LIBRARY
May 18, 2011**

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

Those present were James Richmond, President, Jacqueline Muscarella, Secretary, Kimberly Duffy, Treasurer, Martin Durbin, Susan Vigorita and Sheri Halwax, Trustees. Also in attendance were Paul Mills, Director and Debra Tetlak, Secretary to the Board. Absent Brad Duff-Hudkins, Trustee.

Jim Richmond welcomed Pat Callahan and Rick Petricek from Studio GC.

Jim Richmond noted that the newly re-elected board trustees were to be sworn in. He read the results as follows: For the 2 six-year terms, Kimberly Duffy (1,880 votes) and Jacqueline Muscarella (1,721) were elected. For the 1 four-year term, Brad Duff-Hudkins (1,980) was elected. Jacqueline Muscarella proceeded with the swearing in of Kimberly Duffy. Jim Richmond then proceeded with the swearing in of Jacqueline Muscarella. Inasmuch as Brad Duff-Hudkins was not in attendance, he will be sworn in at next month's meeting.

The election of Board officers then took place. Jim Richmond opened up the nominations.

Kimberly Duffy made a motion, seconded by Susan Vigorita, to nominate Jim Richmond for President. Absent any further nominations for President, the Board then voted 6 ayes and 0 nays with one board member absent.

Susan Vigorita made a motion, seconded by Sheri Halwax to nominate Kimberly Duffy for Treasurer. Absent any further nominations for Treasurer, the Board then voted 6 ayes and 0 nays with one board member absent.

Susan Vigorita made a motion, seconded by Sheri Halwax to nominate Jacqueline Muscarella for Secretary. Absent any further nominations for Secretary, the Board then voted 6 ayes and 0 nays with one board member absent.

Jim Richmond next proposed moving item 3(a) on the agenda up to allow Studio GC the opportunity to present their update before the consent agenda.

Rick Petricek gave the Board an update on the project so far. At this point in time most of the work has been coming along nicely. The lower level carpeting has been installed and the glass wall has been installed. The computer lab is almost completed, just waiting on counter tops. The flooring in the kitchen and lounge area will be a bit delayed. The original shipment was damaged and so new flooring is on the way. This should arrive around June 15th. The adult reading room upstairs is now complete and the fireplace installed. The sprinkler work is about 80% done. Painting is scheduled to start next week with the carpeting to follow. The cabinets are scheduled to be installed after Memorial Day. The Director's office and new Board Room is now being worked on. Rick estimates that the work is a couple of weeks ahead of schedule at this time.

Pat and Rick then discussed the recent change orders the Board had approved. Change Order #10 was addressed first. This change order was for the roof top unit and duct work. As Pat explained it when the plans were originally put together, it was thought that the existing system would be adequate. However, once the work was underway it became apparent that the original system had deficiencies that now needed to be corrected in order for the system to work properly. These deficiencies included original duct work that was under designed and too small which did not allow for adequate air flow. The change order modifies this duct work.

Change order #12 addresses the electrical work on the elevator. Again at the time the original plans

Call to Order

Roll Call

Oaths of Office

**Election of
Board Officers**

**Studio GC &
Building Project**

were put together Studio GC does their best to review and evaluate the code. It was their opinion that the elevator would not have to have any work done to it. The plans were approved but with a caveat the code could be subject to change. Once the elevator was inspected by the fire department it was determined that the elevator would need to be brought up to current code and hence the change order. At no time would Studio GC opt to disagree with the fire department, but rather would defer to their expertise. Martin Durbin inquired about the need for an elevator operator when the work is done. Paul noted that he is getting a quote from ThyssenKrupp Elevator so that they can monitor the elevator during the electrical work.

Change Order #11 for \$1,407 is for the documents for the concrete work. This allows for testing of the work to see if it meets the design specs. The documents are then sent to the city to show that the work is to code. Pat noted that Studio GC missed the need for sidewalk for the addition. They will be splitting the cost of this work. They will build the grade up and there will also be a stoop.

Paul asked Rick to bring the Board up to date re Maggio cutting the power lines to the lights in the South parking lot. He noted that when Maggio was working on the water main for the sprinkler work they cut through some conduit and disrupted power. There is some concern that the conduit is in bad shape and would have needed to be repaired anyway. However, it is Studio GC's opinion that things were fine until it was damaged by Maggio. They do not know the repair expense yet.

Paul is looking to have information about network installation (i.e. pulling cable, termination, testing) so that it can be sent out for bid by Monday.

The Donation Tree was discussed next. Pat noted that \$11,000 was included in the bid from Maggio for this work. He felt the library could probably get a better price if the work were done by someone else. Rick is currently looking for vendors to do this work. He will get three quotes and their renderings. This should be ready in a couple of weeks. The Board is hoping to see something by June 8th.

Paul noted that the current circulation desks did not have book drops. The Board will be seeing formal change orders to have book drops installed. Paul thinks this will be a relatively small expense.

A few other miscellaneous items regarding painting/decorating were discussed before Pat and Rick exited the meeting at 8:13 p.m.

2. Martin Durbin inquired about the battery that needed to be replaced noted in Paul's Director's Report. Paul explained that when the power was shut down during the Freon leak it fried this battery used for small network equipment. Paul was successful in having the insurance company reimburse the library for this (\$96.00). Martin also inquired about the invoice from Reliable Fire. Paul noted this was for Reliable investigating an error message that they kept receiving. Paul will be looking for another vendor. Martin asked about an invoice from Murphy Miller for \$5,000. Paul noted that the library will pay Murphy Miller for this, but will be reimbursed by the insurance company for this. Martin also inquired about the department reports and whether or not statistics from prior years/months could be incorporated into the reports so that trends could be tracked. Paul will look into this and noted that perhaps charts could be provided periodically.

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

- a. Approval of April 13, 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. Youth Services Report
- g. Reports on meetings attended by Board and Staff
- h. Approval of April 26, 2011 Fundraising Committee Meeting Minutes

Consent Agenda

Roll Call Vote:

Ayes: James Richmond, Jacqueline Muscarella, Kimberly Duffy, Martin Durbin, Susan Vigorita and Sheri Halwax.

Nays: None

Absent: Brad Duff-Hudkins.

6 “ayes”, 0 “Nays”, 1 Absent. Motion Carried.

- 3. Payment G-005 for \$221,438.00 covering work to date from Studio GC was presented for approval. There were no questions or concerns regarding this payment.

Payment G-005

Sheri Halwax made a motion, seconded by Jackie Muscarella, to approve Payment G-005 to Studio GC.

Roll Call Vote:

Ayes: James Richmond, Jacqueline Muscarella, Kimberly Duffy, Martin Durbin, Susan Vigorita and Sheri Halwax.

Nays: None

Absent: Brad Duff-Hudkins.

6 “ayes”, 0 “Nays”, 1 Absent. Motion Carried

- 4. Jackie Muscarella made a motion, seconded by Martin Durbin to approved Studio GC Change Order #10: Mechanical Change per CCD#1.

Change Order #10

Roll Call Vote:

Ayes: James Richmond, Jacqueline Muscarella, Kimberly Duffy, Martin Durbin, Susan Vigorita and Sheri Halwax.

Nays: None

Absent: Brad Duff-Hudkins.

6 “ayes”, 0 “Nays”, 1 Absent. Motion Carried

- 5. Susan Vigorita made a motion, seconded by Jackie Muscarella, to approve Studio GC Change Order #12: Electrical Work for Elevator for \$12,214.00.

Change Order #12

Roll Call Vote:

Ayes: James Richmond, Jacqueline Muscarella, Kimberly Duffy, Martin Durbin, Susan Vigorita and Sheri Halwax.

Nays: None

Absent: Brad Duff-Hudkins.

6 “ayes”, 0 “Nays”, 1 Absent. Motion Carried

- 6. As noted earlier, Rick is looking for vendors to bid on the donation tree. He is hoping to have information by the next Board meeting. The thinking is that the cost will be around \$10,000.00. Paul suggested that if the Board had any ideas, now was the time to share. Susan Vigorita noted that she would like final approval of any design.

Donation Tree

- 7. The library has not had a policy for study room usage in the past. Paul does feel that it is important to have a policy to outline how the rooms are to be used to avoid any potential issues.

Study Room Policy

Sheri Halwax made a motion, seconded by Jackie Muscarella, to approve the study room policy.

Roll Call Vote:

Ayes: James Richmond, Jacqueline Muscarella, Kimberly Duffy, Martin Durbin, Susan Vigorita and Sheri Halwax.

Nays: None

Absent: Brad Duff-Hudkins.

6 “ayes”, 0 “Nays”, 1 Absent. Motion Carried

8. Discussion took place about a revised computer and internet usage policy. Paul feels it is important to protect the library against potential copyright infringement claims. The new policy would also cover patrons using the computers, as well as patrons using the library’s network and accessing the internet.

Computer & Internet Use Policy

Kimberly Duffy made a motion, seconded by Jackie Muscarella, to approve the new policy relative to computer and internet use.

Roll Call Vote:

Ayes: James Richmond, Jacqueline Muscarella, Kimberly Duffy, Martin Durbin, Susan Vigorita and Sheri Halwax.

Nays: None

Absent: Brad Duff-Hudkins.

6 “ayes”, 0 “Nays”, 1 Absent. Motion Carried

The policies will be presented and adopted by resolution at the next Board meeting.

9. Paul is recommending a change to the charges for internet usage once the new computer lab is set up. He is recommending that patrons be allowed two hours free instead of the 90 minutes currently allowed. This will allow for improved service to the community and will be an added benefit to library cardholders. The Board members felt this would be acceptable.

Charges for Computer Usage

Kimberly Duffy made a motion, seconded by Sheri Halwax, to accept this new policy change. It will be adopted by resolution at a later date.

10. Paul discussed the tentative working budget. He feels that a conservative approach to the new budget is the best. He has looked at various items and feels that income may be a bit less due to various factors. He is still hopeful that there will be approximately \$60,000 from last year’s budget that will carry over to the new year. He and Karen are keeping a watchful eye on this. He proposes to delay any purchases and keep a close eye on any repairs or services. He did note that he is waiting to hear about a couple of grants that he has applied for. He remains hopeful that these may come to fruition.

Tentative Budget

11. Resolution #174 covers personnel policy changes regarding compensatory time and overtime.

Resolution #174

Sheri Halwax made a motion, seconded by Susan Vigorita, to adopt Resolution #174.

Roll Call Vote:

Ayes: James Richmond, Jacqueline Muscarella, Kimberly Duffy, Martin Durbin, Susan Vigorita and Sheri Halwax.

Nays: None

Absent: Brad Duff-Hudkins.

6 “ayes”, 0 “Nays”, 1 Absent. Motion Carried

12. The Library will present a wreath at the annual Memorial Day Ceremony. The Ceremony is scheduled to begin at 11:00 a.m. Please plan to attend if you are able.

Memorial Day Ceremony

13. Kimberly briefly discussed some things for the Board to consider with regard to pursuing fundraising. Among some of the items Kim presented for consideration was an annual appeal to the general public, capital gifts, matching funds, and the donation tree. Kim was seeking the Board’s approval for her to speak with Paul regarding these items. A consensus was provided to the committee for their suggestions.

Fundraising

14. It was noted that the past gardening and landscaping efforts have paid off. The daffodils around the library look very nice.

SWAN, our automated consortium, will be proceeding with RAILS, the new regional library system, as its contractual partner for providing services. RAILS will formally come into existence on July 1, 2011.

15. Kimberly Duffy made a motion, seconded by Susan Vigorita, to adjourn the meeting.

Roll Call Vote:

Ayes: James Richmond, Jacqueline Muscarella, Kimberly Duffy, Martin Durbin, Susan Vigorita and Sheri Halwax.

Nays: None

Absent: Brad Duff-Hudkins.

6 “ayes”, 0 “Nays”, 1 Absent. Motion Carried. Meeting adjourned at 9:45 p.m.

Open Forum

Adjournment

Jacqueline Muscarella, Secretary

Dated: _____, 2011