

**MINUTES OF THE MEETING OF THE BOARD
OF TRUSTEES OF THE ACORN PUBLIC LIBRARY
June 8, 2011**

1. The meeting was called to order at 7:02 p.m.

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

Rick Petricek from Studio GC was also present.

Jim Richmond noted the first order of business would be to swear in Brad Duff-Hudkins as trustee. Jackie Muscarella proceeded with the swearing in of Brad Duff-Hudkins. Paul stated that he had revised forms for submission to the county that the newly elected board members would need to sign.

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

Rick Petricek provided a brief update of the renovation. He noted that good progress has been made. Much of the carpeting has been installed and the replacement flooring for the children's area, kitchen and staff lounge should be arriving in the next week. Installation of that should follow shortly thereafter. The green screen for the west columns outside has been delivered and will be installed once the sidewalk work is complete.

Rick did inform the Board of an issue with the water main that had to be installed to be in compliance with city code. When the main was pressure tested it was found to have a leak, as the pressure dissipated after about five minutes. The contractor is in the process of trying to find the source of the leak. Once the leak has been found and repaired it will need to be retested before moving forward. It is hoped that this will be resolved by next week. Once this is resolved they can bring the cement contractors in to begin the sidewalk work at the south entrance and repair the parking lot. He noted that the expense of finding and fixing the leak will be borne by the contractor not the library.

Rick also mentioned that the soil excavated had to be tested to ensure that it is free of any contaminants before it can be removed from the site. It has been tested and the soil should be removed soon.

They are still awaiting bids on the donation tree.

Martin inquired about the location of the fire hydrant on the south end and whether or not it would pose a problem in the event patrons had to evacuate the building. Rick noted that the plans which indicate the location of the fire hydrant near the door were submitted and approved by the fire department. Though it may seem to be an unlikely spot, it is his experience that the fire departments prefer the hydrant to be near an entrance.

Sheri proposed changing the orientation of the letters spelling Acorn out on the greenwork to a portrait orientation rather than landscape as it may be easier to read. Rick will prepare a rendering both ways so that the Board can decide which they prefer.

A few revisions are being made to some of the cabinetry/computer tables. Lower keyboard trays will be made to allow for shorter patrons and the counter tops will be enlarged to allow for 12 people to sit comfortably at the computer stations. Also additional shelving is being looked at to accommodate holds at the circulation desk. Sheri inquired about extra shelving for the friends. Paul noted that there will be surplus shelving that they will be able to use.

Rick exited the meeting at 7:30 p.m.

Call to Order

Roll Call

**Building Project
Update**

2. Jim Richmond inquired about the credit card statement and fees for the Notary association. Paul indicated that at present he and Karen are notaries and the fees are for Eric and Megan to become notaries as well.

Martin asked about an invoice for Library Stores. Paul was not sure what this was for. He will check with Karen.

Martin also inquired about the billing for internet services. Paul explained that internet fees are found in the AT&T bill which includes two T1-lines. The regular phone usage bill is under Paetec. Paul stated that one T1-line is under contract (5-year term) and the other is no longer under contract. He has been talking with Comcast to contract with them (terms of one year) for less expensive service. He wanted to wait until the network was up before making any changes. Brad wanted to know if there were any data caps with Comcast, but Paul was not sure and will check.

Paul presented a sample statistics report for the Board to review to see if they liked the format. This report will help shows trends which will be helpful making decisions when going forward.

Brad was wondering if there was a way to find the number of books borrowed from out of the system, which Paul said SWAN should be able to provide this information.

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

- a. Approval of May 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: James Richmond, Jacqueline Muscarella, Kimberly Duffy, Martin Durbin, Susan Vigorita and Sheri Halwax.

Nays: None

Absent: 0

Abstention: Brad Duff-Hudkins.

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

3. Payment certificate G-006 from Studio GC for \$149,176.00 covering work to date was presented for approval. There were no questions or concerns regarding this payment.

Payment Certificate G-006

Brad Duff-Hudkins made a motion, seconded by Jackie Muscarella, to approve payment certificate G-006.

Roll Call Vote:

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

Nays: None

Absent: 0

“7“ayes”, 0 “Nays”, “0” Absent. Motion Carried.

4. The purpose and annual passage of the Prevailing Wage Ordinance was briefly discussed.

Prevailing Wage Ordinance #11-02

Susan Vigorita made a motion, seconded by Sheri Halwax, to adopt ordinance #11-02.

Roll Call Vote:

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

Nays: Brad Duff-Hudkins.

Absent: 0

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

5. Brief discussion took place regarding the Transfer Ordinance and the need to transfer funds from FICA to IMRF at this time. It was explained that the excess funds are usually the result of salary expense which was overestimated thus resulting in excess funds within salaries and/or FICA.

**Transfer
Ordinance #11-03**

Sheri Halwax made a motion, seconded by Brad Duff-Hudkins to adopt Ordinance #11-03 allowing the transfer of funds.

Roll Call Vote:

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

Nays: 0

Absent: 0

“7” “ayes”, “0” Nays”, “0” Absent. Motion Carried.

6. Resolution #175 was discussed. This resolution authorizes Acorn Library to issue non-resident library cards for the time period July 1, 2011 through June 30, 2012 at a cost of \$72.00 per card. The fee for non-resident cards is determined by dividing the levy received by the population of the district.

Resolution #175

Brad Duff-Hudkins made a motion, seconded by Susan Vigorita, to adopt Resolution #175.

Roll Call Vote:

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

Nays: 0

Absent: 0

“7” “ayes”, “0” Nays”, “0” Absent. Motion Carried

7. Resolution #176 addresses a new study room policy and computer room usage policy to provide a standard approach to room usage. Brief discussion took place about a meeting room policy. Paul did note that he has a draft policy he is working on.

Resolution #176

Brad Duff-Hudkins made a motion, seconded by Sheri Halwax to adopt Resolution #176.

Roll Call Vote:

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

Nays: 0

Absent: 0

“7” “ayes”, “0” Nays”, “0” Absent. Motion Carried

8. Resolution #177 – Intergovernmental agreement with SWAN. Paul discussed the services we receive from SWAN and noted that the fee per year for service is \$1,000. He does feel that the services are very useful for the staff.

Resolution #177

Susan Vigorita made a motion, seconded by Martin Durbin, to adopt Resolution #177.

Roll Call Vote:

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

Nays: 0

Absent: 0

“7“ayes”, “0” Nays”, “0” Absent. Motion Carried

9. The Board was in agreement to extend the secretarial contract for another year with no changes to the existing contract or rate. The secretary agreed to the extension.

Secretarial Contract

Susan Vigorita made a motion, seconded by Brad Duff-Hudkins, to extend the secretarial contract for another year with no changes being made to the existing contract.

Roll Call Vote:

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

Nays: 0

Absent: 0

“7“ayes”, “0” Nays”, “0” Absent. Motion Carried

10. The 2012 salary budget was briefly discussed. Paul suggested that the budget possibly be revisited mid-year if revenue improved. He also suggested the possibility of additional personal days as an option for the staff.

2012 Salary Budget

Sheri Halwax made a motion, seconded by Susan Vigorita to approve the proposed 2012 salary budget.

Roll Call Vote:

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

Nays: 0

Absent: 0

“7“ayes”, “0” Nays”, “0” Absent. Motion Carried

11. Paul was happy to note that it looks like the \$60,000 overage from last year’s budget was going to be carried over into the new fiscal year. He noted that today the library has received about 55% of expected tax revenue.

2012 Working Budget

Kimberly Duffy made a motion, seconded by Jackie Muscarella to approve the 2012 working budget.

Roll Call Vote:

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

Nays: 0

Absent: 0

“7“ayes”, “0” Nays”, “0” Absent. Motion Carried

12. Susan Vigorita made a motion, seconded by Sheri Halwax to table the discussion regarding acting director until after old business.

Acting Director

13. Paul noted that some of the staff was complaining about the smell of the adhesive being used for the carpet installation. He also noted that some mold had been found in the lower level. In view of these complaints he felt it would be in the library’s best interest to have the air quality tested to make sure the environment was safe for the staff. Midwest Environmental Consulting will conduct air quality testing. The fee for this service will be \$1,800.

Building Project

14. Once again Jim Richmond acted as the Acorn Library's representative in attendance at the Memorial Day Ceremony. Jim did note that the ceremony, as always, was very nice and well attended this year.

Memorial Day

15. There were no updates regarding the fundraising committee. As noted, Rick is still waiting for bids for the donation tree. Jackie asked about the status of the mural, which Paul noted is on hold until the building project is complete. Paul did mention that he has asked Karen, Megan and Jen to put together packets for potential room donations. Jackie also mentioned a possible way to raise funds would be for patrons to buy a book to honor a special occasion. Paul's suggestion was to adopt an author and buy all the books for that particular author. A donation plaque could then be awarded to honor the donor.

Fundraising

16. It was with much regret that the Board accepted Paul's resignation. While the Board is disappointed to see him go, they wish him much luck in his new endeavor.

Executive Session

Jackie Muscarella made a motion, seconded by Susan Vigorita to enter into Executive Session under Personnel – Exception 2(c)(1). Executive Session was entered into at 8:22 p.m.

Regular session was reentered at 9:21 p.m.

17. Jim Richmond noted the recent resignation of the director and the need to appoint an acting director.

Acting Directors

Brad Duff-Hudkins made a motion, seconded by Kimberly Duffy, to appoint Eric Werthmann as Acting Director of Library Operations, which will cease upon hiring of a new Director and Karen Miner as Acting Director of Building Projects for the duration of the renovation.

Jim Richmond noted that the Board would need to address salary adjustments for both Eric and Karen.

Brad Duff Hudkins then amended his motion, seconded by Kimberly Duffy, to:

1. Appoint Eric Werthmann as Acting Director of Library Operations with a 20% increase in salary effective as of June 13, 2011. The position and increase will be rescinded upon the hiring and installation of a new director and;
2. Appoint Karen Miner as Acting Director of Building Projects with a 20% increase in salary and full-time exempt status, effective as of June 13, 2011. The position and increase will be rescinded upon completion of the building project.

Roll Call Vote:

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

Nays: 0

Absent: 0

“7“ayes”, “0” Nays”, “0” Absent. Motion Carried

Paul will prepare job descriptions and agreements for both positions. Paul will inform both Eric and Karen and will then inform the rest of the staff of the Board's decisions.

18. The search for a new director was discussed. It was determined that the search should be started immediately. Jim Richmond has the announcements and will update them so they can be published.

Open Forum

E-books and audio books were briefly discussed. Paul did mention that Megan and Eric are handling this project.

19. Brad Duff-Hudkins made a motion, seconded by Susan Vigorita to adjourn the meeting.

Adjournment

Roll Call Vote:

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

Nays: 0

Absent: 0

“7” ayes”, “0” Nays”, “0” Absent. Motion Carried. Meeting adjourned at 9:34 p.m.

Jacqueline Muscarella, Secretary

Dated: _____, 2011