

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

1. The meeting was called to order at 7:00 p.m. Jim Richmond noted the need to nominate an acting Secretary.

Sheri Halwax made a motion, seconded by Kimberly Duffy, to nominate Susan Vigorita as acting Secretary.

Roll Call Vote:

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

Nays: 0

Absent: Jacqueline Muscarella

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

Those present were James Richmond, President, Kimberly Duffy, Treasurer, Brad Duff-Hudkins, Martin Durbin, Susan Vigorita and Sheri Halwax, Trustees. Absent was Jacqueline Muscarella, Secretary. Also in attendance were Eric Werthmann, Interim Director, Karen Miner, Business/Construction Manager, and Debra Tetlak, Secretary to the Board.

Jim Richmond welcomed Rick Petricek from StudioGC to the meeting, and proposed that the building project discussion (item 4(a)) be moved up before the consent agenda.

2. Rick Petricek briefly discussed the status of the project. He noted that the water main has been tested and work can now be completed on the south parking lot. Maggio is cleaning things up and repairing the sprinklers. Things are about 90% complete. The canopy is painted and the materials for the vine delivered. Work on the sidewalk and stoop should be starting soon. The sprinkler contractor will be finishing the work inside the building. The work is being done on the elevator to bring it up to code. Of note, when work was being done on the elevator an existing sump pump in the elevator pit was found that pushes water out to the east side, tied to the other sump pump. Rick feels that this was a major part of the problem with the recent flooding. This sump pump was not able to keep up and the water had too far a distance to be effectively pushed out. The plumbers will be redirecting the discharge from this pump for better disbursement. Rick noted a larger pump may eliminate some of the work previously thought to be needed. Rick also noted that a portion of the drains have been televised, which have revealed no problems thus far.

Additional work inside includes some drywall installation and painting which will be started next week. One quote has been received for the donation tree and the library is still waiting for two more quotes. The location of the tree has yet to be determined.

With regard to the replacement of the carpeting, the manufacturer came out to look at the carpeting and they do not think that all of the carpeting needs to be replaced. Rick is now looking at replacing only what has been damaged as the dye lot should not be an issue. Martin Durbin inquired as to whether or not the change over to the new circulation desk would correspond with the opening of the new entrance and Rick noted that it should. They are finalizing things now, but he felt it would happen next week.

Rick Petricek exited the meeting.

3. Brief discussion took place about e-books and Overdrive. Eric noted that the Tech Services report was referring to Play Aways and not e-books. Martin inquired about the Nooks and how they would be handled. Eric stated that they would be lent out just like books. He is working on a patron use agreement. Jim inquired as to whether or not the budget surplus of \$60,000 was still holding true. Karen was happy to report that yes, the funds would be carried over.

Call to Order

Acting Secretary

Roll Call

Building Project Update

Consent Agenda

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

- a. Approval of June 8, 2011 Regular Board Meeting Minutes
- b. Approval of June 22, 2011 Special Board Meeting Minutes
- c. Treasurer's Report
- d. Approval of Bills
- e. General Fund Income and Disbursement Report
- f. Director's Report
- g. Departmental Reports
- h. Reports on meetings attended by Board and Staff

Roll Call Vote:

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

Nays: 0

Absent: Jacqueline Muscarella

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

4. Susan Vigorita made a motion, seconded by Brad Duff-Hudkins to authorize the posting and publication of Public Notice of the Tentative Budget and Appropriation Ordinance.

Public Notice of Tentative Budget & Appropriation Ordinance

Roll Call Vote:

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

Nays: 0

Absent: Jacqueline Muscarella

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

5. The payment of obligations basically states that the library will fulfill its obligations and pay any and all items incurred in the prior fiscal year.

Payment of Obligations

Kimberly Duffy made a motion, seconded by Susan Vigorita to authorize payment of obligations incurred in the prior fiscal year.

Roll Call Vote:

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

Nays: 0

Absent: Jacqueline Muscarella

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

6. The annual audit of the secretary's records was briefly discussed. Jim Richmond appointed Sheri Halwax and Susan Vigorita to conduct this audit. The audit needs to be complete by the August meeting. Jim will provide executive session minutes for review.

Audit of Secretary's Records

7. Jim Richmond directed Eric Werthmann, Interim Director, to file the annual report with the Illinois State Librarian.

Filing of Annual Report

8. Susan Vigorita made a motion, seconded by Brad Duff-Hudkins to authorize the preparation of the Annual Statement of Receipts and Disbursements.

Annual Statement Receipts & Disbursements

Roll Call Vote:

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

Nays: 0

Absent: Jacqueline Muscarella

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

9. Sheri Halwax made a motion, seconded by Susan Vigorita to authorize the library audit. It was noted that the audit will be conducted by Hearne & Associates, with whom the library has a three year engagement. The cost of the audit this year will be \$4,450.

Library Audit

Roll Call Vote:

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

Nays: 0

Absent: Jacqueline Muscarella

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

10. The ordinance was briefly discussed. Susan Vigorita made a motion, seconded by Sheri Halwax to adopt Ordinance No. 11-05 for Additional .02% Tax Levy for the Building Fund.

Ordinance #11-05

Roll Call Vote:

Ayes: James Richmond, Kimberly Duffy, Susan Vigorita and Sheri Halwax.

Nays: Brad Duff-Hudkins and Martin Durbin

Absent: Jacqueline Muscarella

“4” ayes”, “2” Nays”, “1” Absent. Motion Carried.

11. Jim Richmond provided a copy of the minutes of the Executive Session of June 8, 2011 prepared by Jackie Muscarella, for the Board’s approval.

Executive Session Minutes

Sheri Halwax made a motion, seconded by Martin Durbin to approve the minutes.

Roll Call Vote:

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

Nays: 0

Absent: Jacqueline Muscarella

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

12. Change Order #15 for revised electrical work was discussed. Apparently there is a fixture that needed to be changed out. The cost of this work is to come from money that is in reserve. Which fixture needed to be changed was not entirely clear. Karen will find out exactly what the change order is for.

Change Order #15

Sheri Halwax made a motion, seconded by Martin Durbin to table the discussion and approval until further information was available.

Roll Call Vote:

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

Nays: 0

Absent: Jacqueline Muscarella

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

13. Change Order #16 for Additional Painting was the next item for discussion. This covers the painting of the staircase railings and two soffits that were apparently overlooked when the plans were originally approved. The additional cost for this work is \$1,322.

Change Order #16

Martin Durbin made a motion, seconded by Susan Vigorita to approve Change Order #16.

Roll Call Vote:

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

Nays: 0

Absent: Jacqueline Muscarella

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

14. Karen and Eric reported that LFI Furniture recently spent about three hours at the library to discuss furniture needs/wants. Karen provided them with a priority list. Karen noted that there are some magazine bins that would be ideal to display magazines. As far as the furniture is concerned there is a range of prices available, but Karen would not want to go too low end on the cost as then the furniture would not hold up to wear and tear. Karen also reported that they were having Goldy Locks come in to price rekeying all the existing doors. Karen is working with Hallett on figuring out how much shelving will be needed. They are currently working on a layout. The Friends room is up and running. They would like more shelving, but are very happy with the work space. Lastly, with regard to the fireplace. Karen was warned that when the fireplace is working the glass gets very hot. She is pricing permanent screens for the fireplace to avoid someone getting burned. She estimates the cost for this is \$1,300 to \$1,500.

Eric reported that there has been no further word from the Illinois Department of Labor. At this point in time all we can do is just wait until we hear something further. He estimates that costs to date total \$5,000 plus to conduct the testing needed, etc.

Kim asked about the recent grant workshop Eric attended. Eric found the workshop to be lacking in detailed information. However, the Library should be able to get a DVD player, laptop and projector for small business to use. The equipment will be loaned out once it is available. Jim wondered if a policy would be needed to cover this equipment, but Eric noted that laptops are already loaned out and that technically the State Library owns the equipment, so it is really on temporary loan to Acorn. Eric also noted that he has not heard anything yet regarding the grant that Paul was working on, nor has he heard anything regarding the Target grant, but he will check with Jen.

Jim Richmond reported that he has updated the job announcement for the Director’s position. He felt that the position should be advertised for thirty days and at the end of that period start the interviews. It was suggested to start advertising around August 15th. Kim inquired as to the expected completion date of the renovations. Karen noted that Rick is still optimistic that the project will be complete by the end of August or early September. Maggio felt it would be done by October 1st.

Jim suggested posting the ad in the ILA and a few other key websites, particularly professional sites. As resumes come in, Jim will make sure they are stored as a PDF in a folder for the trustees to review. Details of scheduling interviews and determining who or how many to interview will be decided at a later date.

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

Roll Call Vote:

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

Nays: 0

Absent: Jacqueline Muscarella

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

Meeting adjourned at 8:31 p.m.

Open Forum

Adjournment

Susan Vigorita, Acting Secretary

Dated: _____, 2011