

**MINUTES OF THE MEETING OF THE BOARD  
OF TRUSTEES OF THE ACORN PUBLIC LIBRARY  
August 10, 2011**

1. The meeting was called to order at 7:02 p.m.
2. Those present were Jim Richmond, President, Kimberly Duffy, Treasurer, Jacqueline Muscarella, Secretary, Sheri Halwax, Susan Vigorita, Martin Durbin and Brad Duff-Hudkins, Trustees. Also in attendance were Eric Werthmann, Interim Library Director, Karen Miner, Construction/Business Manager, and Debra Tetlak, Secretary to the Board.

Jim Richmond welcomed Rick Petricek from StudioGC to the meeting.

Jim Richmond requested Item 3(a) on the agenda be moved up for discussion before the consent agenda.

Rick was happy to note that the Board was holding their meeting in the new Conference/Board Room. He proceeded to update the Board on the status of the renovation. He stated that only two bids were received and the data wiring bids came in much higher than anticipated. His recommendation was to reject these bids and ask the bidders to resubmit and solicit others to bid in the hopes of obtaining better pricing. Kim inquired as to whether or not the Board needed a legal reason to reject the bids. Rick stated that it is in the bidding documents that the library has the option to reject any bid. Jim indicated that it would be our preference to have at least three bids to consider.

Rick discussed Change Order #15. He stated that this covered a series of light fixtures that needed to be modified to match the lights over the counter and provide better lighting on the wall outside the Friend's room, for an estimated cost of \$2,200. Rick thought this work had been authorized by former director Mary Tuytschaevers.

Rick had an update on the donation tree. It was thought that the tree would be placed on the wall outside of what is now Karen's interim office. He is obtaining pricing on the tree. It is hoped that the tree can be delivered in four to six weeks, in particular for the Grand Opening.

Jim inquired as to what Rick knew about the status of Maggio. Rick knew nothing specific other than Maggio is apparently selling their building. He was not aware of the company totally closing down or going out of business. He thought that they were still bidding on work. With regard to the library project, Maggio intends to finish the job, and they are now ahead of schedule. Rick expects the punch list to be done in the next week to 10 days and he will know what work is left. The library could hold the last check until all the punch list work is completed.

Jim asked about other possible change orders. Rick noted that there might be three or four deduct change orders and that the library might be getting back about \$4,000 for one, but he was not sure what this was for. Martin inquired whether or not there was a hold back for Maggio and Rick stated that 10% of the project cost was held back.

Jackie inquired about the situation with the countertops. Apparently the existing book carts do not fit under the new countertop. New book carts would cost about \$5,000 each and would have two shelves instead of three. In order to use the existing book carts one option would be to raise the countertop, which could potentially damage the countertop. Another option would be to remove the existing countertop and just drywall it and have a smaller countertop. This would be an additional expense, hopefully not to exceed \$2,000 to \$3,000.

Brad Duff-Hudkins made a motion, seconded by Sheri Halwax, to remove the existing countertop and cap it off in order to use the existing book carts.

**Call to Order**

**Roll Call**

Roll Call Vote:

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

Nays: 0

Absent: 0

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

Sheri Halwax made a motion, seconded by Brad Duff-Hudkins, to reject the data wiring bids and solicit new bids.

Roll Call Vote:

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

Nays: 0

Absent: 0

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

Discussion then turned to the issue with the fire panel. The existing panel is not addressable. Rick noted he sent information to a consultant for feedback, but had not heard back yet. Karen asked about the old entrance and whether or not it would be used. Rick noted it would be an emergency exit and he is getting pricing on panel bars, which would be an additional expense. He noted only one door would have to be a panic door. The Board did agree that the door should be alarmed.

Rick exited the meeting at 7:50 p.m.

3. Brief discussion took place about the incident when the lower level door was inadvertently left unlocked by the cleaning company. Apparently a resident entered the building and realized the library was closed. He then notified the police, who in turn called Jim to come secure the building. There was no damage or items missing. Karen noted that all the locks have now been rekeyed.

Circulation statistics were discussed. Brad was wondering if Acorn’s numbers were typical in terms of inter-library loans and if the loans were indicative of not having what patrons wanted. Eric felt the numbers were typical and noted that the collection is impacted by space issues and other priorities. He suggested analyzing the collection and a collection selection policy.

The library was informed that they were being cited for “hazardous communication” by the Illinois Department of Labor (IDOL) regarding the recent complaint they received. Fortunately there is no fine or penalty involved. The library is required to post the citation for three days for the staff and complete the report (which has already been done). Upon receipt of the citation, Eric will forward the information to the attorney to close the case. Eric noted that IDOL does offer consulting services at no cost to advise what is needed in cases like this, which is good information to have for future use.

Jim Richmond noted that Pat Kucher retired July 29<sup>th</sup> after 24 years of dedicated service to the library. He and the Board all wish her the best. Karen noted that the chairs are being reupholstered and perhaps plaques could be put on the backs to honor staff or others for their service to the library. The Board thought this was a good idea.

Karen also mentioned that the Southwest Art League displays art work each month and will be inquiring as to whether or not any artist would want to permanently display their work. She also mentioned that she has talked with the artist who will be donating the mural. She will be contacting her again later in the month to get further information.

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

- a. Approval of July 13, 2011 Regular Board Meeting Minutes

**Consent Agenda**

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

Nays: 0

Absent: 0

"7" ayes", "0" Nays", "0" Absent. Motion Carried.

4. Karen talked to Linear regarding the fixtures and need for changing them out. Apparently the fixtures would hang too low and the lighting would not work well and so it was felt necessary to change them out. This work has already been completed.

**Change Order #15**

Sheri Halwax made a motion, seconded by Jackie Muscarella, to approve Change Order #15.

Roll Call Vote:

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

Nays: Kimberly Duffy.

Absent: 0

"6" ayes", "1" Nays", "0" Absent. Motion Carried.

5. Karen stated that the new equipment has been tied into the existing panel. Something has been tripping in the panel which causes the battery back-up to drain. There have been multiple visits from Reliable because of alarms in Zone 4. Lt. Janozik has recommended updating the panel to be completely addressable in order to be up to code. A scope of work needs to be completed in order to ascertain the cost of a new panel. Estimates are that it could be anywhere from \$12,000 to \$18,000. Karen also noted that there will be new fire codes in effect in 2012 and that it might be wise to have the panel updated completely to avoid the current issues and potential code issues in the future. Jim asked about the issue of the pull handles having to be lower than they are now. Karen is checking into that with Rick as the information is conflicting on ADA recommendations, but notes that ultimately the library must follow the code as per the city.

**Fire Panel**

6. Jim noted that it is time to starting thinking about the per capita grant due 10/15. One of the requirements is to analyze revenue to see if monies are sufficient. He suggested talking about the two trustee items next month and requested input from the Board. Basically a paragraph or two is needed, not a lot of information. The department heads and director will review the requirements as well.

**2012 Per Capita Grant**

7. Megan put together a user agreement for the E-reader. Sheri noted that it would be nice of the patron could have a receipt indicating the reader had been returned in good condition. Eric did state that the circulation desk can produce a receipt for anything that has been returned. He thought the E-Reader would be handled by the reference desk and that they should be able to get receipts as well. The Board wanted the language to be a bit stronger and also to limit lending to Acorn patrons. It was suggested that after the two week loan time a \$2.00 fine per day would be assessed. Eric also stated that the readers would be loaned out for two weeks and should not be renewable. Some Board members felt the fine should be as much as \$5.00 per day.

**E-Reader User Agreement**

Susan Vigorita made a motion, seconded by Martin Durbin, to approve the E-Reader user agreement with suggested changes.

Roll Call Vote:

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

Nays: 0

Absent: 0

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

- 8. Karen discussed some of the issues that will be coming up in the near future and the costs associated with them. Karen will need to utilize the reserves in order to pay for these items. The Board felt it was appropriate for Karen to discuss any potential use of the reserves with Kim as needed. Karen noted that she is mindful about keeping the expenses down whenever possible.

**Drawing on Reserves**

Susan Vigorita made a motion, seconded by Jackie Muscarella, to approve drawing on the reserve in order to complete the building project as necessary.

Roll Call Vote:

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

Nays: 0

Absent: 0

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

- 9. Susan Vigorita noted that the secretary’s audit has been completed. The minutes were all accounted for. There were just a few that needed to be signed by the secretary and that has now been done.
- 10. Jim asked if there were any questions regarding the tentative Budget & Appropriation Ordinance. He noted that there will be a public meeting next month before the regular board meeting to approve the ordinance.
- 11. Jim reported that there was nothing new to report. The ad is to be posted next week on ILA and other specific library websites. He noted it will be posted on ILA for 30 days. Any resumes he receives will be posted for the board to see.
- 12. The recent flooding and carpet issue with regard to any pending insurance claim was discussed. In the event the damage was due to “flooding” there will be a \$25,000 deductible. The possibility exists the claim could be filed some other way and the deductible could be less. Karen is looking into this.
- 13. Brad Duff-Hudkins made a motion, seconded by Susan Vigorita, to adjourn the meeting.

**Secretary Audit**

**Budget & Appropriation Ordinance**

**Director Search**

**Open Forum**

**Adjournment**

Roll Call Vote:

Ayes: James Richmond, Kimberly Duffy, Jacqueline Muscarella, 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 9:29 p.m.

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Jacqueline Muscarella, Secretary

Dated: \_\_\_\_\_, 2011