

**MINUTES OF THE MEETING OF THE BOARD  
OF TRUSTEES OF THE ACORN PUBLIC LIBRARY  
September 14, 2011**

1. The meeting was called to order at 7:12 p.m.

**Call to Order**

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 Eric Werthmann, Interim Library Director, Karen Miner, Construction/Business Manager, and Debra Tetlak, Secretary to the Board.

**Roll Call**

Jim Richmond welcomed Rick Petricek from StudioGC to the meeting.

Troy Ishler, Director of Public Works for the City of Oak Forest joined the meeting at 7:13 p.m.

3. Item 3(a), update on building project by StudioGC was moved up for discussion before the consent agenda. Rick stated that the building project is now substantially complete and the building is ready for use. There are a few things that the contractor has to finish up. The punch lists have been received and Karen and Eric will review them prior to sending them to Maggio.

**Building Project  
Update**

There was some discussion about whether or not the foundation requires sealing. Rick feels that once the grading and the retaining wall have been completed any run-off will be directed to the drain and away from the building so sealing is not an issue. Martin Durbin disagreed and strongly felt that it would be best to have the foundation sealed. The major items awaiting completion are the retaining wall, screens over the duct work on the southwest side of the building and the green screen lettering, which should be done the first week of October.

Out of the nine firms that were interested in bidding on the cabling work, six submitted bids. Heritage came in with the low bid. The library has worked with Heritage on several occasions before. A letter of intent will be sent out to the lowest responsible bidder pending bid approval. Rick estimates it will take about a month and a half to complete the work.

The revised drawing for the donation tree has been sent out. Rick asked Susan if she could provide another copy of her father's signature, which is to be incorporated into the design of the donation tree.

Sheri inquired about the countertop issue and what was happening with that. Rick feels that the pricing he received was too high. He is looking into other contractors for better pricing.

Kim Duffy wanted to know if Rick would still be available to the library after Karen officially signs off on the project. He indicated that he would be available as needed.

4. Item 3(d) was moved up for discussion prior to consent agenda. Troy Ishler introduced himself to the board and explained the purpose for his presence at the meeting. He noted that as Director of Public Works he is responsible for the public sidewalks. He applied for grants over two years ago and now has funds available to put in some sidewalks. He is asking for the library's permission to install sidewalks along Central Avenue, at no cost to the library. The sidewalk can be attached to the library's existing sidewalk or not, whichever the Board would prefer. The work would most likely be done next summer. He would prepare drawings for the Board to review. He wanted to know who to present the easement agreement to. Jim suggested providing the agreement to the Board.

**Central Avenue  
Sidewalks**

Troy Ishler exited the meeting at 7:48 p.m.

5. Discussion took place about the recent tax objection received by the library. Eric spoke with the attorney who feels at this time it is best to not do anything. It would certainly be much more expensive to fight. Apparently this group has filed a tax objection for every taxing body in Cook

**Consent Agenda**

County. Martin requested that the document be posted on the website to review. Eric will see that it is posted.

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

- a. Approval of August 10, 2011 Regular Board Meeting Minutes
- b. Approval of August 31, 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: 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 #17 covers the cement work around the addition at a cost of \$8,159. There was some discussion as to whether or not a ramp was to be installed versus steps and being ADA compliant. Karen will talk to Rick about this. The minutes will be reviewed for any prior discussions about the cement work.

**Change Order  
#17**

Brad Duff-Hudkins made a motion, seconded by Susan Vigorita, to approve Change Order #17.

Roll Call Vote:

Ayes: Jim Richmond, Jacqueline Muscarella, Susan Vigorita and Sheri Halwax.

Nays: None

Abstain: Kimberly Duffy, Martin Durbin and Brad Duff-Hudkins.

"4" ayes, "0" nays, "3" abstentions – Motion carried.

7. As noted, Heritage came in with the lowest responsible bid for the cabling work. The library has had work done with them in the past and they have been pleased with their work. Based on that it was proposed to accept the bid from Heritage.

**Cabling bid**

Sheri Halwax made a motion, seconded by Susan Vigorita, to accept the bid from Heritage for the cabling work.

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. Martin Durbin made a motion, seconded by Jacqueline Muscarella, to enact the Budget and Appropriate Ordinance No. 11-06.

**Budget &  
Appropriation  
Ordinance**

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

**Posting and  
Publication of  
B&A**

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. Sheri Halwax made a motion, seconded by Brad Duff-Hudkins, to enact the Certificate of Estimated Revenues.

**Certificate of  
Estimated  
Revenues**

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. The mural artist has been contacted and is ready to start work. We do not have a date yet for the grand re-opening. Eric and Karen will check with the staff for volunteers to sit on the committee to prepare for the re-opening. This will be discussed further at next month’s meeting.

**Grand Re-Opening**

12. The 2011 Community Awareness Fair will be held at Oak Forest High School on October 8<sup>th</sup>. The library has once again signed up for a table. Eric will work out coverage from 10:00 a.m. to 3:00 p.m. He is looking for volunteers from the Board.

**Community  
Awareness Fair**

13. It is required by statute that the Executive Session Minutes be reviewed semi-annually for closed minutes that can or should be released. Jim Richmond reported on those minutes that are considered closed. The Board determined that there is nothing further to release at this time. The closed minutes will be reviewed again in six months.

**Executive Session  
Minutes**

14. Karen noted that she has received a check from Hartford for the carpeting claim. The new carpet has been ordered. The environmental testing has again been performed. Some moisture was picked up but it was thought that it could be from the drain tiles. It was recommended that once the carpet tiles have been pulled up the floor underneath be given ample time to ensure it is completely dried out.

**Carpeting Claim**

15. The Board discussed the trustee topics for the FY2012 Per Capita Grant and reviewed drafted submissions. The Board felt Eric could use, as needed, the submissions for the grant. If there are any other suggestions, the Board will inform Eric.

**Per Capita Grant**

16. To date twelve applications have been received for the director’s position. The Board needs to consider which applicants they want to bring in for interviews and when to begin the interviewing process.

**Director Search**

17. Kimberly Duffy wanted the Board’s input on bringing a sample chair to the Community Awareness Fair to solicit donations from fair attendees for adopting a chair. The chair would be one that has a

**Open Forum**

donation plaque on it so anyone interested can see what the plaque looks like. Discussion took place about the suggested monetary amounts. The consensus was \$75.00 for a chair.

18. Jacqueline Muscarella made a motion, seconded by Susan Vigorita, to enter into Executive Session under exception #2(c)(1). **Executive Session**

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

Executive session entered into at 8:55 p.m.

Exited Executive Session at 9:36 p.m.

Jim stated October 19<sup>th</sup> & 26<sup>th</sup> have been picked as interview dates. He will contact the selected applicants to schedule interviews.

19. Brad Duff-Hudkins made a motion, seconded by Kimberly Duffy, 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 9:37 p.m.

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Jacqueline Muscarella, Secretary

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