

**MINUTES OF THE MEETING OF THE BOARD  
OF TRUSTEES OF THE ACORN PUBLIC LIBRARY  
October 12, 2011**

1. The meeting was called to order at 7:05 p.m.

**Call to Order**

2. Those present were Jim Richmond, President, Kimberly Duffy, Treasurer, Jacqueline Muscarella, Secretary, Martin Durbin, Sheri Halwax and Brad Duff-Hudkins, Trustees. Absent was Susan Vigorita, Trustee. Also present were Eric Werthmann, Interim Library Director, and Karen Miner, Construction/Business Manager.

**Roll Call**

3. Jim Richmond noted that discussion of two items on the agenda will be postponed until November: Item 3(f) Enact Annual Statement of Receipts and Disbursements and Authorize Publication and Filing with the County Clerk, and Item 3(i) Approval of September 14, 2011 Executive Session Minutes.

**Consent Agenda**

There was some discussion about the mural and whether or not the Board had any input on the design/content. Some comments about adding some color or using classical characters were noted. The artist was at the Community Awareness Fair and spoke briefly with Jim and Kim about the mural. It was left that Jennifer (Head of Youth Services) and the artist could best determine the final design suitable to approval by the donating family.

Jackie asked about an item in the Director's report regarding the Public Library Construction Act Grant Program and competing. She wondered why the library would not compete for this. Eric explained the grant is not yet available, but once it comes out within the next year or two, then the library can apply with a specific project that the library would want to do.

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

- a. Approval of September 15, 2011 Public Hearing Meeting Minutes
- b. Approval of September 14, 2011 Regular 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, Martin Durbin, Sheri Halwax and Brad Duff-Hudkins.

Nays: None

Absent: Susan Vigorita

"6" ayes, "0" nays, "1" absent – Motion carried.

4. Jim provided an update on the project. He noted that the cabling was being installed. The letters on the screening and the retaining wall are not done yet. Jim asked about an update on the donation tree. Karen stated that Rick has the signature and has two quotes for the donation tree. He is asking for more details from the bidders. Karen has not heard back yet. Placement of the donation tree was discussed. Jim also asked about the building plaque and Karen stated that she last spoke with Rick about three weeks ago regarding that and he is looking into it. Jackie asked about the steps outside

**Update on Building  
Project**

the Board Room emergency door. Karen explained that since this door is not a main entrance/exit it does not need to meet the ADA requirements or be handicapped accessible. The library has the option of putting a railing there if they want to as an additional safety measure. The back staff door does need a railing as it is a ramp. Karen has a quote of \$450.00 to replace the railing there. Discussion about the necessity for a railing outside the Board Room was discussed. It was the Board's consensus that a railing there would not be needed, just one outside the staff entrance. Eric noted that the cabling is coming along nicely.

5. Change Order #18 is a credit of \$4,502 from the installation of the mechanical unit roof. There being no objection to accepting Change Order #18, a motion was requested.

**Change Order #18**

Brad Duff-Hudkins made a motion, seconded by Jacqueline Muscarella to approve change order #18.

Roll Call Vote:

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

Nays: None

Absent: Susan Vigorita

"6" ayes, "0" nays, "1" absent – Motion carried.

6. Change Order #20 is also a credit from the elimination of the underground work in the lower level. Per Eric, they do not know for certain what this is for. They have tried to contact Rick for details but have not heard back yet. The credit is for \$4,013. Karen thought this was work related to the drain that was in the garden area which is now the new storytime room.

**Change Order #20**

Brad Duff-Hudkins made a motion, seconded by Sheri Halwax, to approve change order #20.

Roll Call Vote:

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

Nays: None

Absent: Susan Vigorita

Abstention: Kimberly Duffy

"5" ayes, "0" nays, "1" absent, "1" abstention – Motion carried.

7. Jim explained the Truth in Taxation Ordinance and the amount to be requested by the levy, which is an increase over what was requested last year. The formula that is used for the levy was discussed, as was the notice for posting.

**Truth in Taxation Ordinance #11-07**

Sheri Halwax made a motion, seconded by Martin Durbin, to enact the Truth in Taxation Ordinance #11-07.

Roll Call Vote:

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

Nays: None

Absent: Susan Vigorita

"6" ayes, "0" nays, "1" absent – Motion carried.

8. The posting and publication of the notice is required to be posted a week to two weeks before the public meeting.

**Authorize Posting and Publication of Notice**

Kimberly Duffy made a motion, seconded by Brad Duff-Hudkins, to approve the posting of the Truth in Taxation posting and publication of the Notice of Public Hearing to Adopt Levy Ordinance #11-07.

Roll Call Vote:

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

Nays: None

Absent: Susan Vigorita

“6” ayes, “0” nays, “1” absent – Motion carried.

9. The auditor has completed the audit. There was nothing of any substance that the auditor found, nor is he making any recommendations. The county requires a copy of the library’s financial statements be filed electronically. The deadline to be uploaded is on or before 11/30/11. In view of the fact that the trustees have not had an opportunity to review the audit, it was decided to table the approval to file the audit until they have reviewed the audit.

**Approval of Audit and Filing**

Kimberly Duffy made a motion, seconded by Sheri Halwax, to table Item 3(g) until the meeting next month.

Roll Call Vote:

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

Nays: None

Absent: Susan Vigorita

“6” ayes, “0” nays, “1” absent – Motion carried.

10. Resolution #178 details the e-Reader user agreement. The changes to the user agreement have already been approved. This resolution formally adopts the agreement to be incorporated within the Library’s Policy Manual. Martin wanted to know if there was any recourse for the library if someone were to download material to the e-Reader or damaged the reader. Eric explained that in the event of damage to a reader, the library would follow its regular course, which would be to fine the patron. In the event someone downloaded material to the reader, the patron would most likely be banned from using the readers. Eric was not sure if the reader could be pass protected to eliminate the possibility of someone downloading something. Additional discussion took place about various scenarios in which the e-readers could be abused. The Board noted that the policy may have to be updated in the future to address any potential problems and issues that have come up.

**Resolution #178 e-Reader**

Sheri Halwax made a motion, seconded by Brad Duff-Hudkins, to approve Resolution #178.

Roll Call Vote:

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

Nays: None

Absent: Susan Vigorita

“6” ayes, “0” nays, “1” absent – Motion carried.

11. Jim has made an inquiry as to when the City was having its Christmas Party this year. He does not have an exact date at this point in time. Of more importance at this time was whether or not the library would participate again or not. A decision is not necessary right away, but the City would probably be inquiring soon whether or not the library would attend. Kim noted that last year the library paid for the table centerpieces for the party at a cost of about \$600. Eric noted that last year the staff did not like the idea of being part of the larger party but would rather the party be more like parties held in previous years. Due to the economy, Jim expects that the library’s costs associated with the City’s party could increase, but does not have any specific information at this time.

**Christmas Party**

12. Jim noted that the personnel policy regarding vacation time for the director had been changed back in January 2011 when Paul Mills was brought in as the new director. He wanted the Board's input as to whether or not the policy should revert back to the original vacation policy or let it stand. Brad felt that the policy as it stands presents a more attractive benefit.

**Personnel Policy Change**

Kimberly Duffy made a motion, seconded by Jackie Muscarella, to change the director's vacation time back to the previous policy reflected in 2010.

Roll Call Vote:

Ayes: Kimberly Duffy, Jackie Muscarella.

Nays: Jim Richmond, Sheri Halwax, Brad Duff-Hudkins.

Absent: Susan Vigorita

Abstention: Martin Durbin

"2 ayes, "3" nays, "1" absent, "1" abstention – Motion failed.

13. Eric has a staff in-service tentatively planned for November 11<sup>th</sup>. Eric noted that the PC Reservation and printing software have to be upgraded to be compatible with Windows 7 and the servers will need to be shut down for the day. Since the servers will be down there is not much point in being open for business on that day and it would make sense to have the staff in-service day the same day. Eric is working on some staff development training for the day.

**Staff In-Service**

Kimberly Duffy made a motion, seconded by Jackie Muscarella, to close the library on November 11<sup>th</sup> for a staff in-service day.

Roll Call Vote:

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

Nays: None

Absent: Susan Vigorita

"6" ayes, "0" nays, "1" absent – Motion carried.

14. Karen updated the Board on the status of the claim. The insurance company has approved most of the things the library wants to do. The carpet is in production now and there is a possible install date of a week from Monday (10-24-11). Remediators for the mold situation in the lower level and waiting for the insurance company to approve that cost may possibly hold up the install. The insurance company is looking for additional information regarding the costs. The remediation costs will be around \$15,000 done in two separate phases. Kingston carpet installers will install in three phases, with the process taking over two weeks. The browsing bins will arrive and be installed as well.

**Insurance Claim**

15. Jim stated that the Community Awareness Fair was a nice event with a pretty good crowd. Most of the winners have claimed their books. Eric enjoyed the fair and felt that it was good to meet people and inform them of the e-Readers. Feedback about the renovations was generally good. The only negative comment was that the door was too close to the front desk. Discussion took place about issues with not having enough change at the circulation and reference desk to accommodate patrons using the photocopier. Several options were discussed.

**Community Awareness Fair**

16. Eric mentioned the possibility of combining the ribbon-cutting ceremony with the patron Christmas party either December 3<sup>rd</sup> or 10<sup>th</sup>, and also having the ribbon-cutting filmed. Jim mentioned that interest has been expressed in having a tour of the library filmed for the local cable channel. The Board settled on December 3<sup>rd</sup> as the official date for the "ribbon-cutting" at 9:00 a.m. Jim has the list of dignitaries to be invited. Martin has offered to purchase a new flag for the library. Kim mentioned the old signage (the library name on the East side of the building) and whether or not it should be cleaned up or taken down. The Board will discuss the ribbon-cutting ceremony further at

**Ribbon-Cutting Committee**

next month's meeting.

17. Interviews have been scheduled with six candidates. Since the last meeting two more applicants have expressed interest in the position. At this point in time, Jim is proceeding with the original six candidates unless someone else has an interest in the other applicants or the Board feels the need to expand the pool. **Director Search**
18. A patron, Laurence Negovan, sent a letter praising Eric Werthmann and states that Eric is always very accommodating and knowledgeable. Jim noted that he regularly hears compliments about the reference desk staff. **Correspondence**
19. Kimberly Duffy inquired about the status of the couches the Friends of the Library were to purchase. Karen expects a shipping date within a week. She expects that they will definitely be here by December 3<sup>rd</sup>. Karen expects the bulk of the furniture to be in place in the very near future. **Open Forum**
20. 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, Martin Durbin, Sheri Halwax and Brad Duff-Hudkins.

Nays: None

Absent: Susan Vigorita

“6” ayes, “0” nays, “1” absent – Motion carried.

Meeting adjourned at 8:49 p.m.

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Jacqueline Muscarella, Secretary

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