

**MINUTES OF THE MEETING OF THE BOARD
OF TRUSTEES OF THE ACORN PUBLIC LIBRARY
November 9, 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, Sheri Halwax, Brad Duff-Hudkins, and Susan Vigorita, Trustees. Also present were Eric Werthmann, Interim Library Director, Karen Miner, Construction/Business Manager, and Debra Tetlak, Secretary to the Board. **Roll Call**

3. Martin asked about the “shelf reading” mentioned in the Director’s Report. Eric explained that since the books have been moved so much with the renovation things are very much out of place. This process will make sure the collection is in order. Eric briefly discussed the PrairieCat issue and what it could potentially mean for small libraries like Acorn. **Consent Agenda**

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

- a. Approval of October 12, 2011 Regular Board Meeting Minutes
- b. Approval of October 19, 2011, October 26, 2011 & November 2, 2011 Committee of the Whole Reports
- 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, Brad Duff-Hudkins and Susan Vigorita.

Nays: 0

Absent: 0

“7” ayes, “0” nays, “0” absent – Motion carried.

4. Karen noted that the library is in the middle of the remediation of the mold and carpet installation. Of note, mold was found 10 feet from the actual water damage. To be on the safe side it was felt a sign should be posted with regard to the remediation/carpet installation so the public would be informed. Karen stated all the furniture is now in. Maggio is working on a way to attach the outside signage to the frame. This has proved to be a bit of a challenge to ensure it is securely affixed. The punch list is almost finished with just a few things outstanding. The ribbon cutting is planned for 9:00 a.m. on December 10. Susan Vigorita inquired about the progress of the donation tree. Karen noted that it is in production. The different colors of the leaves need to be decided and the donation level designation needs to be determined. Karen also noted that there is now a new contract with Murphy Miller which includes the new system. The cost went up minimally from \$736 to \$752. The Board asked about an update on the building plaque. Karen will follow-up with Rick. **Update on Building Project**

5. Change Order #19 covers removing the tiles in the vestibule and main stair landing and replacing with carpet. The tiles needed to be removed in order to allow the doors to open. These funds are in the contingency fund. **Change Order #19**

Kimberly Duffy made a motion, seconded by Sheri Halwax to approve change order #19.

Roll Call Vote:

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

Nays: None

Absent: None

“7” ayes, “0” nays, “0” absent – Motion carried.

- 6. The audit results and mill rates were briefly discussed. Martin noted that the e-mail address would need to be changed on the page where the Board President is to sign as it is incorrect.

Audit Results

Kimberly Duffy made a motion, seconded by Brad Duff-Hudkins, to authorize the filing of the audit results.

Roll Call Vote:

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

Nays: None

Absent: None

“7” ayes, “0” nays, “0” absent – Motion carried.

- 7. Jim discussed the levy ordinance. He noted that it needs to be enacted and the filing will need to be authorized.

Levy Ordinance #11-08

Jackie Muscarella made a motion, seconded by Martin Durbin, to enact the levy ordinance #11-08 and authorize the filing of same.

Roll Call Vote:

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

Nays: None

Absent: None

“7” ayes, “0” nays, “0” absent – Motion carried.

- 8. Enactment of the certification of compliance with truth in taxation law was next discussed. This basically outlines what the library did to be in compliance; i.e. publication of notice, public hearing.

Truth in Taxation

Brad Duff-Hudkins made a motion, seconded by Martin Durbin, to enact the Certificate of Compliance with Truth in Taxation Law and Authorize Filing of Certificate.

Roll Call Vote:

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

Nays: None

Absent: None

“7” ayes, “0” nays, “0” absent – Motion carried.

- 9. Brad Duff-Hudkins made a motion, seconded by Susan Vigorita to enact Ordinance #11-09 Authorizing Reduction of Tax Extensions for Levy Year 2011 as necessary and Authorizing Filing of the Ordinance.

Ordinance #11-09 Reduction of Tax Extensions

Roll Call Vote:

Ayes: Jim Richmond, Kimberly Duffy, Jacqueline Muscarella, Martin Durbin, Sheri Halwax, Brad

Duff-Hudkins and Susan Vigorita.
Nays: None
Absent: None

“7” ayes, “0” nays, “0” absent – Motion carried.

10. Kimberly Duffy made a motion, seconded by Martin Durbin to enact the Annual Statement of Receipts and Disbursements and authorize its publication and filing.

Annual Statement of Receipts and Disbursements-Publication and Filing

Roll Call Vote:

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

Nays: None

Absent: None

“7” ayes, “0” nays, “0” absent – Motion carried.

11. Susan Vigorita made a motion, seconded by Brad Duff-Hudkins to approve the Executive Session Minutes from September 14, October 19, and October 26, 2011.

Executive Session Minutes

Roll Call Vote:

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

Nays: None

Absent: None

“7” ayes, “0” nays, “0” absent – Motion carried.

12. The Board discussed approving a Staff Appreciation Day again for 2012. It was felt that the staff performed very well under less than optimal conditions with the renovations. As such, the Board thought it would be nice to offer two appreciation days for 2012 as a thank you. Certain criteria with regard to using the days was discussed such as they are not able to be used consecutively. As in the past, the day must be approved in advance and is at the discretion of their respective manager. It was proposed that the time off be called “LEAD” for Library Employee Appreciation Day.

Staff Appreciation Day

Kimberly Duffy made a motion, seconded by Brad Duff-Hudkins to approve two Library Employee Appreciation Days for 2012.

Roll Call Vote:

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

Nays: None

Absent: None

“7” ayes, “0” nays, “0” absent – Motion carried.

13. The City of Oak Forest’s Christmas party will be held on December 2nd. There is no cost to staff, guests are \$20.00. Beer, wine and pop will be available for one hour before and one hour after dinner and then a cash bar will be available. Staff is encouraged to participate. Kim inquired about the expense to the library. Jim thought the library may bear a minimal expense again, perhaps for the centerpieces or the DJ.

Christmas Party

Susan Vigorita made a motion, seconded by Sheri Halwax, to accept the invitation to the Christmas Party.

Roll Call Vote:

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

Nays: None

Absent: None

Abstention: Brad Duff-Hudkins.

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

14. Eric provided an update on plans for the ribbon cutting. He is planning on inviting local Zone 7 Directors and high school and grade school principals and administrators. Jim is planning on inviting local officials as well. Press releases will be sent out. Susan Vigorita is planning on performing for the event. Eric is hoping to have the bell ringers perform as well. After the opening ceremonies, refreshments will be served in the meeting room downstairs. **Ribbon Cutting**

15. Karen updated the Board on the status of the mural. The artist had originally submitted a cost of about \$1,700, but now the cost has significantly increased, up to as much as \$4,038. Apparently the factor increasing the expense is the process for a silk screen canvas. Eric thought we should investigate some other options. Jackie suggested having a contest among local high school art students and the winning drawing would be picked from among the submissions. It was suggested that the donor of the funds for the mural be on the selection committee. The rest of the Board thought this was a good idea. Eric and Kim will contact the schools to get started. **Mural**

16. Brad Duff-Hudkins provided some insight into creating a mobile site. He recommended looking at Google analytics to see what the site traffic is. If it is less than 10%, it might be more prudent to wait, as the cost can be significant and there may be a less costly way to accomplish this. **Mobile Site**

17. Susan Vigorita made a motion, seconded by Sheri Halwax to enter into a five-minute recess. **Recess**

Roll Call Vote:

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

Nays: None

Absent: None

“7” ayes, “0” nays, “0” absent – Motion carried. Recess was entered into at 8:34 p.m.

Susan Vigorita made a motion, seconded by Sheri Halwax to resume the meeting. Meeting resumed at 8:39 p.m.

18. Brad Duff-Hudkins made a motion, seconded by Sheri Halwax to enter into Executive Session under Exception 2(c)(1) for Personnel at 8:40 p.m. **Executive Session**

Roll Call Vote:

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

Nays: None

Absent: None

“7” ayes, “0” nays, “0” absent – Motion carried.

The Board came out of Executive Session at 9:10 p.m.

19. Brad Duff-Hudkins made a motion, seconded by Kimberly Duffy to offer the director’s position to the selected candidate at the proposed salary and benefits. Jim will contact the candidates as necessary. **Director Search**

Roll Call Vote:

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

Nays: None

Absent: None

Abstention: Martin Durbin

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

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

Adjournment

Roll Call Vote:

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

Nays: None

Absent: None

“7” ayes, “0” nays, “0” absent – Motion carried.

Meeting adjourned at 9:15 p.m.

Jacqueline Muscarella, Secretary

Dated: _____, 2011