

Minutes of the Meeting of the Board
Of Trustees of the Acorn Public Library
Library Conference Room
November 11, 2015

1. The meeting was called to order at 7:00 p.m.

- A. Those present were Brad Duff-Hudkins, President; James J. Richmond, Secretary; Ann Harsy, Treasurer; Kimberly Duffy, Vicki Lamm and Jackie Muscarella, Trustees. Also present were Zach Musil, Director and Nancy Agler, Secretary to the Board
- B. Quorum determined
- C. Visitors present: None
- D. Approval of and request changes to agenda

Call to Order

Roll Call

Kim Duffy made a motion and Jackie Muscarella seconded to approve the agenda.

Vote:

Ayes: Brad Duff-Hudkins, James J. Richmond, Ann Harsy, Kimberly Duffy, Vicki Lamm and Jackie Muscarella

Nays: None

Absent: Mary Walter

Motion carried

- E. Public comments

Consent Agenda

2. Consent Agenda

- A. Approval of October 14, 2015, Regular Board meeting minutes
- B. Treasurer's report
- C. Approval of bills
- D. General Fund Income and Disbursement report
- E. Monthly staff reports
- F. Committee reports

Jim Richmond made a motion and Vicki Lamm seconded to approve the Consent Agenda.

Roll Call Vote:

Ayes: Brad Duff-Hudkins, James J. Richmond, Ann Harsy, Kimberly Duffy, Vicki Lamm and Jackie Muscarella

Nays: None

Absent: Mary Walter

Motion carried

New Business

3. New Business

- A. Discussion and approval of the Annual Audit Report

Annual Audit Report

The Board and Director discussed the annual audit report, which was prepared by Hearne and Associates, and their recommendations for the future.

Jim Richmond made a motion and Vicki Lamm seconded to approve the Annual Audit Report as presented.

Vote:

Ayes: Brad Duff-Hudkins, James J. Richmond, Ann Harsy, Kimberly Duffy, Vicki Lamm and Jackie Muscarella

Nays: None

Absent: Mary Walter

Motion carried

B. Enact Levy Ordinance No. 15-06 and authorize filing of Certified Copy of Ordinance

**Levy Ordinance
No. 15-06**

Jim Richmond made a motion and Jackie Muscarella seconded to enact Levy Ordinance No. 15-06 and authorize filing of Certified Copy of Ordinance.

Roll Call Vote:

Ayes: Brad Duff-Hudkins, James J. Richmond, Ann Harsy, Kimberly Duffy, Vicki Lamm and Jackie Muscarella

Nays: None

Absent: Mary Walter

Motion carried

C. Enact Certificate of Compliance with Truth in Taxation Law and Authorize filing of Certificate

**Truth in
Taxation Law**

Jim Richmond made a motion and Vicki Lamm seconded to enact Certificate of Compliance with Truth in Taxation Law and Authorize filing of Certificate.

Roll Call Vote:

Ayes: Brad Duff-Hudkins, James J. Richmond, Ann Harsy, Kimberly Duffy, Vicki Lamm and Jackie Muscarella

Nays: None

Absent: Mary Walter

Motion carried

D. Enact Ordinance No. 15-07 authorizing Reduction of Tax Extensions for Levy Year 2015, as necessary, and authorize filing of Ordinance

**Ordinance No.
15-07**

Jim Richmond made a motion and Jackie Muscarella seconded to enact Ordinance No. 15-07 authorizing the reduction of Tax Extensions for Levy Year 2015, as necessary, and authorize filing of Ordinance.

Roll Call Vote:

Ayes: Brad Duff-Hudkins, James J. Richmond, Ann Harsy, Kimberly Duffy, Vicki Lamm and Jackie Muscarella

Nays: None

Absent: Mary Walter

Motion carried

E. Enact Annual Statement of Revenues and Expenditures and authorize filing with Cook County Clerk

**Annual
Statement of
Revenues &
Expenditures**

Jim Richmond made a motion and Kimberly Duffy seconded to enact Annual Statement of Revenues and Expenditures and authorize filing with Cook County Clerk.

Roll Call Vote:

Ayes: Brad Duff-Hudkins, James J. Richmond, Ann Harsy, Kimberly Duffy, Vicki Lamm and Jackie Muscarella

Nays: None

Absent: Mary Walter

Motion carried

F. Authorize Publication of Notice of Availability of Audit Report

**Publication of
Audit Report**

Jim Richmond made a motion and Kimberly Duffy seconded to authorize publication of Notice of Availability of Audit Report.

Vote:

Ayes: Brad Duff-Hudkins, James J. Richmond, Ann Harsy, Kimberly Duffy, Vicki Lamm and Jackie Muscarella

Nays: None

Absent: Mary Walter

Motion carried

- G. Discussion and consideration of Resolution No. 209 for accepting changes to Section 7, Subsection 5D of *Personnel* Policy regarding holidays

Resolution No. 209

Jim Richmond made a motion and Vicki Lamm seconded to approve Resolution No. 209 for accepting changes to Section 7, Subsection 5D of *Personnel* Policy regarding holidays.

Vote:

Ayes: Brad Duff-Hudkins, James J. Richmond, Ann Harsy, Kimberly Duffy, Vicki Lamm and Jackie Muscarella

Nays: None

Absent: Mary Walter

Motion carried

- H. Discussion of Christmas party on Friday, December 4

Christmas Party

The Board decided to make centerpieces for the party.

- I. Consideration of Library Employee Appreciation Day for 2016

Employee Appreciation Day - 2016

Kimberly Duffy made a motion and seconded by Jim Richmond to give employees an extra day in 2016 to use at their discretion.

Vote:

Ayes: Brad Duff-Hudkins, James J. Richmond, Ann Harsy, Kimberly Duffy, Vicki Lamm and Jackie Muscarella

Nays: None

Absent: Mary Walter

Motion carried

4. Old Business

Old Business

- A. Community Awareness Fair – October 17, 2015

Community Awareness Fair

Zach stated he received positive feedback about the Library movie programs, the new AV equipment and the upgrades in the downstairs.

- B. Update on Project to improve the meeting room's AV equipment and capabilities

Meeting Room AV Equipment

Zach has received very positive comments from patrons: Just like going to the movie theater; wonderful!

- C. Discussion of FY2016 per Capita Grant Requirements

FY2016 Per Capita Grant Requirements

Zach reported that there are two sections of the Illinois Public Library Per Capita Grant application, which asks for Trustee input in Section 5 and Section 8. These issues were discussed by the Board.

- D. Update on Quarterly Reporting

Staff Quarterly Reporting

Zach reported to the Board that he built on Ann Harsy's idea of having a spreadsheet to track progress toward meeting strategic plan goals that each department contributes to on an ongoing basis.

E. Update on IMET Liquidating Trust

IMET Trust

There is nothing new to report.

5. Correspondence - None

Correspondence

6. Open Forum

Open Forum

Zach reported that on Saturday a patron tripped and fell into the book display by the Circulation desk. Also, a staff's keys went missing from the Circulation desk. The employee's house keys as well as the Library keys were on the key ring. The employee had home locks rekeyed.

The Board asked Zach to file a police report so there is a record for the files. The Board also discussed purchasing and installing security cameras.

7. Executive Session – None

8. Adjournment

Executive Session

Kimberly Duffy made a motion, seconded by Vicki Lamm to adjourn the meeting.

Adjournment

Roll Call Vote:

Ayes: Brad Duff-Hudkins, James J. Richmond, Ann Harsy, Kimberly Duffy, Vicki Lamm and Jackie Muscarella

Nays: None

Absent: Mary Walter

Motion carried.

Meeting adjourned at 9:22 p.m.

James J. Richmond, Secretary

Dated: _____, 2015