

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

1. The meeting was called to order at 7:02 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 was Eric Werthmann, Director. **Roll Call**

3. Jim noted that item 3(b) regarding approval of Change Order #21 is incorrect. It should read that it is for signage for the book drop and credit towards sidewalks to new addition. The credit for the sidewalks is because the sidewalks were not (and should have been) in the original plans, and so the cost was split with StudioGC and the library. **Changes to Agenda**

4. Sheri Halwax made a motion, seconded by Susan Vigorita, to approve the consent agenda as follows: **Consent Agenda**
 - a. Approval of November 09, 2011 Regular Board Meeting Minutes
 - b. Approval of November 09, 2011 Public Hearing 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, Brad Duff-Hudkins and Susan Vigorita.

Nays: 0

Absent: 0

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

5. The issue with the signature for the donation tree was discussed. The carpeting is now complete. Karen is still working with the insurance company to see what if anything will be covered. Jackie noted that the space outside the new children's story time room seems to be too crowded and does not allow enough room for patrons to be able to get around comfortably. Eric said he will talk to Jen and see how they can work on the area to allow for the best use of space. **Building Project Update**

Eric stated the major items left that need attention are the fact that the outside door to the story time room is leaking because it appears that the concrete slab outside was not graded properly. This may have to be redone (not at the library's expense), as well as the soil may not have been graded properly as well. Otherwise there are other minor issues that are being resolved.

The raffle was mentioned. Eric felt the fundraising was not as robust as they had hoped and the date has been extended.

6. This change order reflects a debit for signage and credit for concrete sidewalk work of \$11,898.56 to be applied against the total bill as a credit. **Change Order #21**

Susan Vigorita made a motion, seconded by Jackie Muscarella to approve Change Order #21.

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.

7. Eric prepared a list of the 2012 Board Meeting dates. These dates will be subject to approval next month in an ordinance.

**Board Meeting
Dates for 2012**

8. This Ordinance deals with the debt service. This basically asks the county to waive the levy with regards to debt service. Without this ordinance the county would levy the bonds against the tax payers.

**Bond Abatement
Ordinance
No. 11-10**

Kimberly Duffy made a motion, seconded by Brad Duff-Hudkins to enact the Bond Abatement Ordinance No. 11-10.

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.

9. The minutes from the Executive Session of November 9th were reviewed by the board members.

**Executive Session
Minutes**

Susan Vigorita made a motion, seconded by Sheri Halwax, to approve the Executive Session Minutes of November 9, 2011.

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.

10. Jim noted that the insurance premium for the general policy (commercial package, workers compensation and umbrella liability) has increased by \$639 to \$13,264. This increase apparently is due to the many natural disasters in 2011, which is taking a toll on the insurance industry.

**Insurance
Renewal**

Martin Durbin made a motion, seconded by Jackie Muscarella, to approve the renewal of the insurance policy for 2012.

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.

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| <p>11. As of January 1, 2012 if any employee receives a total compensation package over \$75,000 the library must post this on the website. If the information itself is not posted on the website, it must state where one can find the information or who they can contact for the information. At this time, there are no employees who meet the criteria. Jim suggested posting the fact that the library does not have any employees meeting the criteria so that the issue is addressed.</p> | <p>Amendment
to Open Meeting
Act</p> |
| <p>12. Jim wondered if our policies (or a number of them) should be posted on the website, and whether or not the above information regarding the compensation package should be posted. Eric has had some suggestions to modify a few policies. Jim noted that the manual was in need of better organization. Eric suggested that the policy that deals with patron behavior be revised to address patrons sleeping in the library. This would be helpful for staff to have to reference when dealing with these issues. The issue of outside beverages and where to allow patrons to consume beverages was discussed. It was suggested to check and see what other libraries allow before making a decision. The Board also briefly discussed the policy regarding holiday time off and computer usage, as well as a more comprehensive policy regarding allowance for public comments at meetings. This topic will be added to January's agenda for further discussion.</p> | <p>Library's Policy
Manual</p> |
| <p>13. Jim noted that the overall turnout for the Christmas party was less than last year. He felt the set-up with the open bar for an hour before and after dinner was a good idea to help keep costs down. The food was good. About eight of the staff attended. Eric will try to encourage staff to consider attending next year. Jackie liked the entertainment the prior year better.</p> | <p>Christmas Party</p> |
| <p>14. Jim stated that the library received a lot of nice compliments at the ribbon cutting about the adult reading room, fireplace, and overall layout. Many compliments were also received about the changes to the children's area. Jim was pleased to see State Senator Maggie Crotty there among the attendees.</p> | <p>Ribbon Cutting
Ceremony</p> |
| <p>15. Eric has been in touch with the art teacher, who also runs the art club, at Oak Forest High School. The art teacher seems to be excited and interested in pursuing this. He will be talking with his students after the first of the year to gauge interest. There will be many details to work out if this is to take place.</p> | <p>Library Art</p> |
| <p>16. Brad Duff-Hudkins made a motion, seconded by Susan Vigorita to adjourn the meeting.</p> | <p>Adjournment</p> |

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. Meeting adjourned at 8:18 p.m.

Jacqueline Muscarella, Secretary

Dated: _____, 2012