

**Minutes of the Meeting of the Board
Of Trustees of the Acorn Public Library
Library Conference Room
November 12, 2014**

1. The meeting was called to order at 7:01 p.m.

- A. Those present were Brad Duff-Hudkins, President; James J. Richmond, Secretary; Sheri Halwax, Treasurer; Kimberly Duffy, Ann Harsy, Vicki Lamm, and Jackie Muscarella, Trustees. Also present were Eric Werthmann, Director and Nancy Agler, Secretary to the Board

Call to Order

Roll Call

Jackie Muscarella made a motion and Jim Richmond seconded to approve the Agenda. All voted: Aye

2. Consent Agenda

Consent Agenda

- A. Approval of October 8, 2014, Regular Board meeting minutes
- B. Treasurer's report
- C. Approval of bills
- D. General Fund Income and Disbursement report
- E. Monthly staff reports
- F. Reports on meetings attended by board and staff

Sheri Halwax made a motion and Jim Richmond seconded to approve the Consent Agenda.

Roll Call Vote:

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

Nays: None

Motion carried

3. New Business

- A. Discussion and approval of the Annual Audit Report

New Business

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

Annual Audit Report

Roll Call Vote:

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

Nays: None

Motion carried

- B. Discussion and consideration of insurance renewal

Insurance Renewal

Acorn Library's present broker is The Hartford. LIRA offers insurance but liability coverage would not cover the Friends of the Library. The board decided to table this matter until the next meeting in December.

- C. Discussion of investments through IMET

IMET Investments

There is a fraud case against Nikesh Patel, CEO of a Florida-based financial institution who is accused of selling fake loans to Pennant Management, which were marketed as being approved by the U.S. Department of

Agriculture, which backs such investments for local municipalities. Pennant is an advisory firm that places loans into investment funds for its clients, of which IMET is one. IMET stated that more than \$50.4 million of the loans provided by Patel's company is in default. Acorn Library could potentially lose \$14,000.

Vicki Lamm made a motion and seconded by Jackie Muscarella to move funds from IMET to Illinois Funds.

Roll Call Vote:

Ayes: Brad Duff-Hudkins, Sheri Halwax, Kimberly Duffy, Ann Harsy, Vicki Lamm and Jackie Muscarella

Nays: James J. Richmond

Motion carried

D. Enact Levy Ordinance No. 14-04 and authorize filing of certified copy of Ordinance

**Levy Ordinance
No. 14-04**

Jim Richmond made a motion and seconded by Sheri Halwax to enact Levy Ordinance No. 14-04 and authorize filing of certified copy of Ordinance.

Roll Call Vote:

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

Nays: None

Motion carried

E. Enact Certificate of Compliance with Truth in Taxation Law and authorize filing of Certificate

**Truth in
Taxation Law**

Sheri Halwax made a motion and seconded by Vicki Lamm to enact the Certificate of Compliance with the Truth in Taxation Law and filing of Certificate.

Roll Call Vote:

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

Nays: None

Motion carried

F. Enact Ordinance No. 14-05, authorizing Reduction of Tax Extensions for Levy Year 2014, as necessary, and authorize filing of Ordinance

**Levy Ordinance
No. 14-05**

Jim Richmond made a motion and seconded by Jackie Muscarella to enact Ordinance No. 14-05, authorizing reduction of tax extensions for Levy Year 2014, as necessary, and authorize filing of Ordinance.

Roll Call Vote:

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

Nays: None

Motion carried

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

**Annual
Statement of
Revenues &
Expenditures**

Sheri Halwax made a motion and seconded by Vicki Lamm to enact Annual Statement of Revenues and Expenditures and authorize filing with the Cook County Clerk.

Roll Call Vote:

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

Jackie Muscarella
Nays: None
Motion carried

H. Authorize publication of Notice of Availability of Audit Report

Jim Richmond made a motion, seconded by Sheri Halwax to authorize publication of Notice of Availability of audit report.

Publish Notice of availability of Audit Report

Roll Call Vote:

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

Nays: None

Motion carried

I. Discussion of options to replace sign on Central Avenue

Sign on Central Avenue

Eric had a quote from a digital sign vendor to share with the directors.

J. Discussion of Christmas Party on Friday, December 5

Christmas Party Friday, Dec. 5

The board and Eric discussed how the Acorn Library, the O.F. Park District, and the City of Oak Forest work together to share costs. Acorn Library has traditionally done the center pieces.

K. Consideration of Library Employee Appreciation Day for 2015

Employee Appreciation Day for 2015

Kim Duffy made a motion, seconded by Ann Harsy to have Eric proceed in a plan. All voted: Aye

L. Discussion of revising Disaster and Emergency Plan

Disaster and Emergency Plan

Ann Harsy had some ideas to share on updating the Acorn Library emergency manual. Eric commented that the plan has not been updated since 2007.

M. Discussion of vacant Board of Trustee position

Vacant BOT Position

Sheri Halwax is leaving the Board as of this November 12, 2014, meeting. Board members will work on names of possible temporary trustee.

4. Old Business

Old Business

A. Discussion of possible landscape design for southwest quadrant of Acorn Library property

Landscape Design

Eric is in discussion with contractors.

5. Executive Session - None

Executive Session

6. Correspondence - None

Correspondence

7. Open Forum

Open Forum

The board discussed possible gifts for the staff. Also, they expressed their good wishes to Sherri in her future travels.

8. Adjournment

Adjournment

Sheri Halwax made a motion, seconded by Vicki Lamm to adjourn the meeting.

Roll Call Vote:

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

Nays: None

Motion carried.

Meeting adjourned at 8:31 p.m.

James J. Richmond, Secretary

Dated: _____, 2014