

**MINUTES OF THE MEETING OF THE BOARD  
OF TRUSTEES OF THE ACORN PUBLIC LIBRARY  
Library Conference Room  
June 13, 2012**

1. The meeting was called to order at 7:01 p.m.
2. Those present were Jim Richmond, President, Kimberly Duffy, Treasurer, Jacqueline Muscarella, Secretary, Martin Durbin, Sheri Halwax and Brad Duff-Hudkins, Trustees. Also present were Eric Werthmann, Director, Debra Tetlak, Secretary to Board and Paula Korzonek, applicant for trustee position.
3. Several items pertaining to the per capita grant were briefly discussed. Jackie inquired about funds being available for landscaping and wondered if having cleaning and/or landscaping work done by the same companies as the city would result in any cost savings.

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

- a. Approval of May 9, 2012 Regular Board Meeting Minutes
- b. Treasurer's Report
- c. Approval of Bills
- d. General Fund Income and Disbursement Report
- e. Director's Report
- f. Departmental Reports
- g. 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: None

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

4. The prevailing wage ordinance is adopted on an annual basis.

Sheri Halwax made a motion, seconded by Jackie Muscarella to adopt the prevailing wage ordinance for 2012.

Roll Call Vote:

Ayes: Jim Richmond, Kimberly Duffy, Jacqueline Muscarella, and Sheri Halwax.

Nays: Martin Durbin, Brad Duff-Hudkins

Absent: None

“4” ayes, “2” nays, “0” absent – Motion carried

5. The various updates to the policy manual which were previously discussed at last month's meeting

**Call to Order**

**Roll Call**

**Consent Agenda**

**Prevailing Wage  
Ordinance #12-02**

**Resolution #183**

will now be adopted by Resolution #183.

Brad Duff-Hudkins made a motion, seconded by Martin Durbin to adopt Resolution #183 detailing the various changes to the policy manual as discussed at the May meeting.

Roll Call Vote:

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

Nays: None

Absent: None

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

6. The non-resident library cards are issued for a year and a resolution is adopted annually to set the charge for issuing a non-resident library card.

**Resolution #184**

Jackie Muscarella made a motion, seconded by Sheri Halwax to adopt Resolution #184 detailing non-resident library cards.

Roll Call Vote:

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

Nays: None

Absent: None

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

7. Change Order #23 deals with the issue of the cut line in the parking lot. Maggio has now agreed to a 55-45 split for payment of the repairs. Jim thought this represented the best the library could do at this point in time.

**Change Order #23**

Brad Duff-Hudkins made a motion, seconded by Jackie Muscarella to approve Change Order #23.

Roll Call Vote:

Ayes: Jim Richmond, Kimberly Duffy, Jacqueline Muscarella, and Sheri Halwax.

Nays: Brad Duff-Hudkins

Abstention: Martin Durbin

Absent: None

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

8. No changes have been made to the salary schedules which were reviewed last month.

**FY 2013 Salaries**

Kimberly Duffy made a motion, seconded by Brad Duff-Hudkins to enter into Executive Session under Personnel – Exception #2(c)(1).

Roll Call Vote:

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

Nays: None

Absent: None

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

Executive session entered into at 7:30 p.m.

The regular board meeting resumed at 7:50 p.m.

Brad Duff-Hudkins made a motion, seconded by Sheri Halwax to approve the salary schedule for FY 2013 as submitted.

Roll Call Vote:

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

Nays: Kimberly Duffy and Jackie Muscarella.

Absent: None

“4” ayes, “2” nays, “0” absent – Motion carried

9. The working budget for FY 2013 was briefly discussed. There were no changes.

Sheri Halwax made a motion, seconded by Jackie Muscarella to approve the working budget for FY 2013.

Roll Call Vote:

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

Nays: None

Absent: None

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

10. Paula Korzonek an applicant for the vacant trustee position was in attendance at the meeting. Jim Richmond noted that a motion would be needed to appoint Paula to the trustee position and then she would be formally sworn in at the July meeting if the Board was in agreement.

Brad Duff-Hudkins made a motion, seconded by Sheri Halwax to appoint Paula Korzonek as trustee to fill the vacancy left by Susan Vigorita.

Roll Call Vote:

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

Nays: None

Absent: None

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

11. Jim Richmond indicated that there were two candidates interested in the secretary to the board position. He will be conducting interviews in the near future and hopes to have selected a candidate to start at the July meeting.

12. Jim Richmond attended the Memorial Day ceremony and presented a wreath on behalf of the library. He noted the ceremony was very nice.

13. Jackie Muscarella asked about getting some landscaping work done. She and her husband have been pulling up the ivy and noted that it is very labor intensive and slow-moving work, and lots of it. The Board members will look at the grounds after the meeting to get a better idea of what is involved in removing the ivy. Eric noted they are waiting for a bid to see what the expense might be.

Kimberly Duffy commented on the mural in the children’s room. It turned out very nice and is a nice addition to the room. She also noted that another donation has come in.

14. Sheri Halwax made a motion, seconded by Brad Duff-Hudkins to adjourn the meeting.

**FY 2013 Working Budget**

**Vacant Trustee Position**

**Secretary to the Board Position**

**Old Business**

**Open Forum**

**Adjournment**

Roll Call Vote:

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

Nays: None

Absent: None

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

Meeting adjourned at 8:30 p.m.

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Jacqueline Muscarella, Secretary

Dated: \_\_\_\_\_, 2012