

**Minutes of the Meeting of the Board
Of Trustees of the Acorn Public Library
Library Conference Room
March 13, 2013**

1. The meeting was called to order at 7:02 p.m.
2. Those present were Jim Richmond, President; Jacqueline Muscarella, Secretary; Kimberly Duffy, Treasurer; Brad Duff-Hudkins, Sheri Halwax and Paula Korzonek, Trustees. Also present were Eric Werthmann, Director and Nancy Agler, Secretary to the Board. Absent was: Martin Durbin
 - A. Approval of February 13, 2013, 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

Call to Order

Roll Call

Consent Agenda

The board discussed the Acorn Library newsletter issue listed in the Director's report. Eric explained that since the newsletter went electronic, some feel there are those that would benefit receiving a paper copy. The cost will be approximately \$2,000. The board discussed several ideas as to how to handle and keep the cost down. Eric also explained that there will be a survey mailed or electronically sent to find out what patrons want from the library.

Brad Duff-Hudkins made a motion and Sheri Halwax seconded to approve the Consent Agenda.

Roll Call Vote:

Ayes: Jim Richmond, Jacqueline Muscarella, Kimberly Duffy, Brad Duff-Hudkins, Sheri Halwax and Paula Korzonek

Absent: Martin Durbin

Nays: None

Motion carried

3. New Business

New Business

- A. The board discussed the creation of a Social Media Policy and the update that Eric presented.
- B. Resolution #188 – creation of Social Media Policy.

Social Media Policy

Resolution #188

Jacqueline Muscarella made a motion and Paula Korzonek seconded to approve the creation of a Social Media Policy and adopt Resolution #188 as presented.

Roll Call Vote:

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

Absent: Martin Durbin

Abstain: Brad Duff-Hudkins

Nays: None

Motion carried

- C. Consideration of amending the section of the Personnel Policy pertaining to the Family and Medical Leave Act was discussed.
- D. Resolution #189 – Amending the Personnel Policy.

Personnel Policy

Resolution #189

Kimberly Duffy made a motion and Brad Duff-Hudkins seconded to approve the amendments to the FMLA section of the Personnel Policy and adopt Resolution #189 as presented.

Minutes of March 13, 2013

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Roll Call Vote:

Ayes: Jim Richmond, Jacqueline Muscarella, Kimberly Duffy, Brad Duff-Hudkins, Sheri Halwax and Paula Korzonek

Absent: Martin Durbin

Nays: None

Motion carried

- E. The Semi-annual review of the Executive Session Minutes was discussed. It was agreed not to do anything at this point. The minutes will be left as is.
- F. The board discussed amending Ordinance #13-01 to change the date of the May meeting of the Board of Trustees from May 15 to May 22 because the new terms for elected Trustees do not begin until the 3rd Monday in May.

Brad Duff-Hudkins made a motion to amend Ordinance #13-01 and Jacqueline Muscarella seconded.

Roll Call Vote:

Ayes: Jim Richmond, Jacqueline Muscarella, Kimberly Duffy, Brad Duff-Hudkins, Sheri Halwax and Paula Korzonek

Absent: Martin Durbin

Nays: None

Motion carried

4. Old Business

- A. An update on the Strategic Planning process was presented. The above mentioned survey (see item No. 2) is a part of this update.
- B. Sheri commented on the fireplace room area and how it is not being used as intended. Eric agreed he will watch over the use of the room more closely and enforce library policy.

5. Correspondence – None

6. Open Forum

- A. Kim opened a discussion on recognizing library volunteers. It was agreed that some form of recognition would be appropriate. Henry Van Westrop recently passed away at age 91. Van volunteered for many years his expertise of taking photographs of events at the library. It was decided to give the board time to come up with ideas.

7. Executive Session – None

8. Adjournment

Brad Duff-Hudkins made a motion, seconded by Kimberly Duffy to adjourn the meeting.

Roll Call Vote:

Ayes: Jim Richmond, Jacqueline Muscarella, Kimberly Duffy, Brad Duff-Hudkins, Sheri Halwax and Paula Korzonek

Absent: Martin Durbin

Nays: None

Motion carried.

Meeting adjourned at 7:58 p.m.

**Executive Session
Minutes
Amending Ordinance
#13-01**

Old Business

Correspondence

Open Forum

Executive Session

Adjournment

Jacqueline Muscarella, Secretary

Dated: _____, 2013