

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

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, Vicki Lamm, and Jackie Muscarella, Trustees. Also present were Eric Werthmann, Director and Nancy Agler, Secretary to the Board.
- B. Determination of a quorum was made.
- C. Visitors called upon at the meeting: Craig A. Payan and Joan Janzon, PA&T Insurance and Financial Services, gave a presentation of different insurance programs available. Insurance premiums have been increasing and there is a gradual limited market of programs. Presently Acorn Library's carrier is Hartford Insurance. There is also a new option where Arthur J. Gallagher Insurance would be the co-broker of a pool of 52 libraries. Gallagher would manage any administrative services or reinsurance as needed. The new program requires a three-year commitment and a one-year written notice to leave the program. Friends of the Library coverage would have to be covered with a different policy. A decision must be made by December 6.

2. Consent Agenda

- A. Approval of October 9, 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

Jackie Muscarella made a motion and Jim Richmond seconded to approve the Consent Agenda.

Roll Call Vote:

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

Nays: None

Absent: Paula Korzonek

Motion carried

3. New Business

- A. Discussed insurance proposal/renewal.

Kim Duffy made a motion and Jim Richmond seconded to continue with Hartford Insurance.

Roll Call Vote:

Ayes: Brad Duff-Hudkins, Jim Richmond, Sheri Halwax, Kimberly Duffy, and Vicki Lamm

Nays: None

Abstain: Jackie Muscarella

Absent: Paula Korzonek

Motion carried

**Call to Order**

**Roll Call**

**Visitors: PA&T  
Financial Services**

**Consent Agenda**

**New Business**

**Insurance Renewal**

- B. Enact Levy Ordinance No. 13-05 and authorize filing of certified copy of Ordinance.

**Levy Ordinance No. 13-05**

Jim Richmond made a motion and Kim Duffy seconded to approve and authorize the filing of a certified copy of Ordinance No. 13-05.

Roll Call Vote:

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

Nays: None

Absent: Paula Korzonek

Motion carried

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

**Certificate of Compliance**

Jim Richmond made a motion and Sheri Halwax seconded to approve enacting the Certificate of Compliance with Truth in Taxation Law and authorize the filing of said Certificate.

Roll Call Vote:

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

Nays: None

Absent: Paula Korzonek

Motion carried

- D. Enact Ordinance No. 13-06 authorizing Reduction of Tax Extensions for Levy Year 2013, as necessary, and authorize filing of ordinance.

**Ordinance No. 13-06**

Jim Richmond made a motion and Sheri Halwax seconded to approve enacting Ordinance No. 13-06 authorizing Reduction of Tax Extensions for Levy Year 2013 as necessary, and authorize filing of same.

Roll Call Vote:

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

Nays: None

Absent: Paula Korzonek

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 Kim Duffy seconded to approve enacting the Annual Statement of Revenues and Expenditures and authorize filing with the Cook County Clerk.

Roll Call Vote:

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

Nays: None

Absent: Paula Korzonek

Motion carried

- F. Authorize publication of Notice of Availability of Audit Report.

**Notice of Availability of**

Jim Richmond made a motion and Kim Duffy seconded to approve the publication of Notice of Availability of Audit Report.

Roll Call Vote:

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

Nays: None

Absent: Paula Korzonek

Motion carried

**Audit Report**

G. Consideration of changes to Policy Manual *Services* section

**Policy Manual**

Policy Manual changes were discussed with a positive response from board.

Jim Richmond made a motion and Vicki Lamm seconded to approve Eric's changes.

Roll Call Vote:

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

Nays: None

Absent: Paula Korzonek

Motion carried

H. A Christmas Party will be held on Friday, December 6, at Gaelic Park along with the City of Oak Forest.

**Christmas Party**

I. Eric discussed a Library Employee Appreciation Day for 2014. Kim Duffy made a motion and Jackie Muscarella seconded for Eric to proceed with an Employee Appreciation Day in 2014. Ayes: Brad Duff-Hudkins, Jim Richmond, Kimberly Duffy, Sheri Halwax, Vicki Lamm and Jackie Muscarella.

**Employee Appreciation Day - 2014**

J. Eric asked the board to consider a staff in-service date: December 13, 2013. He stated that he will give some cross-training to employees. Jim Richmond made a motion and Jackie Muscarella seconded to have a staff in-service day on December 13, 2013. Ayes: Brad Duff-Hudkins, Jim Richmond, Kimberly Duffy, Sheri Halwax, Vicki Lamm and Jackie Muscarella.

**Staff In-Service Date**

4. Old Business - None

**Old Business**

5. Correspondence - None

**Correspondence**

6. Open Forum

**Open Forum**

Vicki Lamm requested a printed board packet for the next meeting. Eric stated he will print a hard copy for whoever makes a request.

Jackie stated that the study rooms have poor circulation and are too warm. Eric will investigate the situation.

Eric stated that the library has received small signs to post on entrances that were mandated by the recent Illinois concealed carry legislation.

7. Executive Session – None

**Executive Session**

8. Adjournment

**Adjournment**

Jackie Muscarella made a motion, seconded by Vicki Lamm to adjourn the meeting.

Roll Call Vote:

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

Nays: None

Absent: Paula Korzonek

Motion carried.

Meeting adjourned at 9:10 p.m.

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James J. Richmond, Secretary

Dated: \_\_\_\_\_, 2013