

Minutes of the Meeting of the Board
Of Trustees of the Acorn Public Library
Library Conference Room
December 11, 2013

1. The meeting was called to order at 7PM.

- 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; Nancy Agler, Secretary to the Board; and Kathryn O'Connor from the Management Association.
- B. Determination of a quorum was made.
- C. Jim Richmond made a motion and Jackie Muscarella seconded to change the agenda to introduce Kathryn O'Connor.

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

Kathryn O'Connor explained her duties and how she works with libraries with regards to market benchmarking and the development of new compensation structures. She pointed out that she uses surveys of other libraries' salaries, taking into consideration their 1) Budget; 2) Population; and 3) Number of employees. In the pay grade structure she developed, she does not include the Director. She suggested Acorn Library evaluate their budget to see if possible to move employees within their new ranges. This would be at a cost of about \$6,600. There were questions and discussion following Kathryn's presentation.

2. Consent Agenda

- A. Approval of November 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

Jim Richmond made a motion and Sheri Halwax 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 the Market Benchmarking and Compensation Structure Development Project presented by Kathryn O'Connor. Eric will look into Kathryn's observations.

Call to Order

Roll Call

Consent Agenda

New Business

Management Association

B. Consideration of Abatement Ordinance #13-07 for Levy Year 2013 with regards to Debt Service on General Obligation Bonds.

**Abatement Ordinance
No. 13-07**

Jim Richmond made a motion and Kim Duffy seconded to approve Abatement Ordinance #13-07 for Levy Year 2013 with regards to Debt Service on General Obligation bonds.

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. Consideration of Ordinance #13-08: setting meeting dates of the Board of Trustees for 2014.

Ordinance No. 13-08

Jim Richmond made a motion and Kim Duffy seconded to approve setting meeting dates of the Board of Trustees for 2014.

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. Consideration of Resolution #193 adopting changes to Policy Manual section **Services**.

Resolution No. 193

Jim Richmond made a motion and Jackie Muscarella seconded to approve Resolution No. 193 authorizing changes to Policy Manual section: **Services**.

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. Consideration of changes to Policy Manual section: **Facility**.

Policy Manual

Sheri Halwax made a motion and Jim Richmond seconded to approve changes to Policy Manual section: **Facility**.

Roll Call Vote:

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

Nays: None

Abstain: Kimberly Duffy

Absent: Paula Korzonek

Motion carried

F. Consideration of Resolution No. 194 adopting changes to Policy Manual section: **Facility**.

Resolution No. 194

Jim Richmond made a motion and Vicki Lamm seconded to approve Resolution No.194, adopting changes to Policy Manual section: **Facility**.

Roll Call Vote:

Ayes: Jim Richmond, Sheri Halwax, Vicki Lamm and Jackie Muscarella

Nays: Brad Duff-Hudkins

Abstain: Kimberly Duffy

Absent: Paula Korzonek

Motion carried

4. Old Business
Review of Christmas Party – Not too many staff from the Library attended.
5. Correspondence - None
6. Open Forum - None
7. Executive Session – None
8. Adjournment

**Old Business
Christmas Party
Correspondence
Open Forum
Executive Session
Adjournment**

Sheri Halwax made a motion, seconded by Kimberly Duffy 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 8:16 p.m.

James J. Richmond, Secretary

Dated: _____, 2013