

Minutes of the Meeting of the Board  
Of Trustees of the Acorn Public Library  
Library Conference Room  
March 11, 2015

1. The meeting was called to order at 7:00 p.m.

- A. Those present were Brad Duff-Hudkins, President; James J. Richmond, Secretary; Ann Harsy, Jackie Muscarella, and Mary Walter, Trustees. Also present were Eric Werthmann, Director; Zach Musil, Interim Director and Nancy Agler, Secretary to the Board
- B. Quorum determined
- C. Visitors present: David Neuman
- D. Approval of agenda

**Call to Order**

**Roll Call**

Jim Richmond made a motion and Mary Walter seconded to approve agenda. All voted: Aye

- E. Public comments - None

**Consent Agenda**

2. Consent Agenda

- A. Approval of February 11, 2015, Regular Board meeting minutes
- B. Approval of February 25, 2015, Special Board meeting minutes
- C. Approval of February 25, 2015, Executive Session meeting minutes
- D. Treasurer's report
- E. Approval of bills
- F. General Fund Income and Disbursement report
- G. Monthly staff reports
- H. 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, James J. Richmond, Ann Harsy, Jackie Muscarella and Mary Walter

Nays: None

Absent: Vicki Lamm and Kimberly Duffy

Motion carried

3. New Business

**New Business**

- A. Consideration of Resolution No. 201 to adopt changes to Policy Manual, Section 3: Services

**Resolution No. 201**

Jim Richmond made a motion and Mary Walter seconded to approve Resolution No. 201, adopt changes to Policy Manual, Section 3: Services.

Roll Call Vote:

Ayes: Brad Duff-Hudkins, James J. Richmond, Ann Harsy, Jackie Muscarella and Mary Walter

Nays: None

Absent: Vicki Lamm and Kimberly Duffy

Motion carried

<p>B. Consideration of closing the Library for a staff in-service day on Friday, March 27, 2015</p>	<p><b>In-Service Day</b></p>
<p>Jim Richmond made a motion and Ann Harsy seconded to approve a staff in-service day on Friday, March 27, 2015. All voted: Aye</p>	
<p>C. Discussion and consideration of getting bids for a sign on Central Avenue</p>	<p><b>Bids for Sign</b></p>
<p>Jackie Muscarella made a motion and Jim Richmond seconded to move forward on getting bids for a sign. All voted: Aye</p>	
<p>D. Discussion and consideration of naming annual photo contest the Henry Van Westrop Memorial contest</p>	<p><b>Naming Annual Photo Contest</b></p>
<p>Jim Richmond made a motion and Ann Walter seconded to approve naming an annual photo contest, “The Henry Van Westrop Memorial” contest using the name “Hero” for the press release. All voted: Aye</p>	
<p>E. Discussion and consideration of creating a succession plan</p>	<p><b>Creating Succession Plan</b></p>
<p>The board discussed the need for a library leadership staff with a chain of command.</p>	
<p>Ann Harsy made a motion and Mary Walter seconded to create a succession planning committee. All voted: Aye</p>	
<p>F. Discussion and consideration of public availability of board packets</p>	<p><b>Public Availability of Board Packets</b></p>
<p>It was stated that the Acorn Public Library has board meeting information in binders available to the public. It was agreed to place a statement on the Library website stating the availability of this information.</p>	
<p>G. Consideration and approval of revised Disaster and Emergency Plan</p>	<p><b>Disaster and Emergency Plan</b></p>
<p>Jim Richmond made a motion and Jackie Muscarella seconded to approve the Disaster and Emergency Plan with an Addendum adding an evacuation floor plan. All voted: Aye</p>	
<p>H. Beautification Committee report</p>	<p><b>Beautification Committee</b></p>
<p>Jackie Muscarella presented the Beautification Committee report, which included pictures of many possible upgrades of the Library.</p>	
<p>4. Old Business</p>	<p><b>Old Business</b></p>
<p>A. Discussion of the creation of a capital needs assessment plan for the Library</p>	<p><b>Capital Needs Plan</b></p>
<p>The board will discuss at next month’s meeting whether to move forward on this issue.</p>	
<p>B. Update on IMET Liquidating Trust</p>	<p><b>IMET Trust</b></p>
<p>Eric reported that that he received a FOIA request from the Chicago Tribune asking for IMET statements going back to September 2014. He complied with their request.</p>	
<p>5. Executive Session - None</p>	<p><b>Executive Session</b></p>
<p>6. Correspondence - None</p>	<p><b>Correspondence</b></p>
<p>7. Open Forum</p>	<p><b>Open Forum</b></p>

The board discussed the search for a new Director. There have been four applications to date.

8. Adjournment

Jackie Muscarella made a motion, seconded by Mary Walter to adjourn the meeting.

Roll Call Vote:

Ayes: Brad Duff-Hudkins, James J. Richmond, Ann Harsy, Jackie Muscarella and Mary Walter

Nays: None

Absent: Vicki Lamm and Kimberly Duffy

Motion carried.

Meeting adjourned at 8:22 p.m.

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James J. Richmond, Secretary

Dated: \_\_\_\_\_, 2015

**Adjournment**