

Minutes of the Meeting of the Board of Trustees of the Acorn Public Library
Library Meeting Room, Zoom Video Conferencing

May 19, 2021

Prepared by Dorothy Koll, Library Director

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

- A. Those present in person were James J. Richmond, President; Mary Walter, Secretary, Brad Duff-Hudkins, Treasurer, Jackie Muscarella, Kimberly Duffy, and Barbara Rhodes, Trustees. Also present was Dorothy Koll, Director.
- B. Quorum determined
- C. Recognition of visitors at meeting –Michael Wierzbicki
- D. Approval of Agenda and request changes to Agenda

Call to Order

Roll Call

Jackie Muscarella made a motion and Mary Walter seconded to approve the agenda.

Voice Vote:

Ayes: James J. Richmond, Mary Walter, Brad Duff-Hudkins, Kimberly Duffy, Jackie Muscarella and Barbara Rhodes

Nays: None

Motion carried

E. Public comments-None

F. Oath of Office for newly elected Trustees

Oath of Office

Mary Walter and Brad Duff-Hudkins were sworn into office for their new Trustee terms.

G. Election of Trustee Executive Board Officers

**Election of
Executive Board
Officers**

Brad Duff-Hudkins made a motion and Mary Walter seconded to nominate James J. Richmond as President.

Vote:

Ayes: Brad Duff-Hudkins, Kim Duffy, Jackie Muscarella, Barbara Rhodes and Mary Walter

Nays: None

Motion carried

Barbara Rhodes made a motion and Jackie Muscarella seconded to nominate Mary Walter as Secretary.

Vote:

Ayes: James J. Richmond, Kim Duffy, Jackie Muscarella, Barbara Rhodes and Brad Duff-Hudkins

Nays: None

Motion carried

Mary Walter made a motion and Barbara Rhodes seconded to nominate Brad Duff-Hudkins as Treasurer.

Vote:

Ayes: Mary Walter, James J. Richmond, Kim Duffy, Jackie Muscarella and Barbara Rhodes

Nays: None

Motion carried

2. Consent Agenda

- A. Approval of April 14, 2021 Regular Board Meeting Minutes
- B. Treasurer's report
- C. Approval of bills
- D. General Fund Income and Disbursement report
- E. Monthly staff reports
- F. Committee reports

Brad asked about the decision to keep masks mandatory at the library despite the new CDC guidelines for vaccinated individuals. Dorothy explained that because we are unable to verify vaccination status and because children are not yet vaccinated, that she would prefer to keep the masking rules in place for a little while longer.

Brad Duff-Hudkins made a motion and Mary Walter seconded to approve the Consent Agenda.

Voice Vote:

Ayes: James J. Richmond, Mary Walter, Brad Duff-Hudkins, Jackie Muscarella, Kimberly Duffy, and Barbara Rhodes

Nays: None

Motion carried

3. New Business

- A. Discussion and Consideration to Resolution #247 updating the library's hours of operation

Mary Walter recommended changes to the language of the resolution.

Brad Duff-Hudkins made a motion, seconded by Mary Walter to approve Resolution #247 with language edits.

Voice Vote:

Ayes: James J. Richmond, Mary Walter, Brad Duff-Hudkins, Jackie Muscarella, Kimberly Duffy, and Barbara Rhodes

Nays: None

Motion carried

- B. Discussion of FY22 Working Budget Draft

Dorothy presented the draft of the Working Budget for the upcoming fiscal year.

- C. Discussion of FY22 Employee Evaluations and Raises

Dorothy shared that she has budgeted 4% for employee raises in the next fiscal year. The evaluation form used in 2020 will be used in 2021.

- D. Discussion and Consideration updates to the Policy Manual, Section, 4.5 Study Rooms

Dorothy proposed changes to the Study Rooms policy to include a \$1 fee for 2 hours of use. The board discussed whether the library should waive that fee at certain times, and how often the study room are used.

Brad Duff-Hudkins made a motion, seconded by Barbara Rhodes to approve updates to the Policy Manual, Section 4.5 Study Rooms.

Consent Agenda

New Business

Voice Vote:

Ayes: James J. Richmond, Mary Walter, Brad Duff-Hudkins, and Barbara Rhodes

Nays: Jackie Muscarella and Kimberly Duffy

Motion carried

E. Discussion and Consideration adding to the Policy Manual, Section, 4.11 Surplus Property

Dorothy shared this new policy to properly dispose of surplus property.

Mary Walter made a motion, seconded by Kimberly Duffy to approve the addition of Policy Manual, Section 4.11, Surplus Property.

Voice Vote:

Ayes: James J. Richmond, Mary Walter, Brad Duff-Hudkins, Jackie Muscarella, Kimberly Duffy, and Barbara Rhodes

Nays: None

Motion carried

F. Discussion of Summer Reading Large Events

Dorothy shared some of the many activities happening this summer at the library.

G. Discussion of Vacant Board Position

Jim explained that there is a vacancy for the 4 year unexpired term. Jackie said she was excited that there were six applicants for this position. Jim asked if the Board would prefer to discuss in executive session. The Board agreed.

4. Old Business- None

5. Correspondence

Dorothy Koll read a letter from Jesse White, Illinois Secretary of State, notifying her that the Library has been awarded \$35,000 for the Live and Learn Construction Grant.

6. Open Forum

7. Executive Session

Mary Walter made a motion, seconded by Jackie Muscarella to go into Executive Session under exception 5 ILCS 120/2(c)(3) at 8:00 p.m.

Roll Call Vote:

Ayes: Brad Duff-Hudkins, James J. Richmond, Kimberly Duffy, Jackie Muscarella, Barbara Rhodes and Mary Walter

Nays: None

Motion carried

The Board came out of Executive Session at 8:43pm.

Kim Duffy made a motion, seconded by Jackie Muscarella to go into Executive Session under exception 5 ILCS 120/2(c)(1) at 8:44 p.m.

Old Business

Correspondence

Open Forum

Executive Session

Roll Call Vote:

Ayes: Brad Duff-Hudkins, James J. Richmond, Kimberly Duffy, Jackie Muscarella, Barbara Rhodes and Mary Walter

Nays: None

Motion carried

The Board came out of Executive Session at 9:05pm.

The regular Board Meeting continued at 9:07pm.

8. Adjournment

Jackie Muscarella made a motion, seconded by Brad Duff-Hudkins to adjourn the meeting.

Voice Vote:

Ayes: James J. Richmond, Mary Walter, Brad Duff-Hudkins, Jackie Muscarella, Kimberly Duffy, and Barbara Rhodes

Nays: None

Motion carried

Meeting adjourned at 9:08 p.m.

Adjournment

Mary Walter, Secretary

Dated: _____, 2021