

Minutes of the Meeting of the Board of Trustees of the Acorn Public Library
Library Meeting Room, Zoom Video Conferencing
November 10, 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, Brad Duff-Hudkins, Treasurer, Mary Walter, Secretary, Barb Rhodes, Kim Duffy, Kim Lavin, and Jackie Muscarella, Trustees. Also present was Dorothy Koll, Director.
- B. Quorum determined
- C. Recognition of visitors at meeting –None
- D. Approval of Agenda and request changes to Agenda

Call to Order

Roll Call

Kim Lavin made a motion and Mary Walter seconded to approve the agenda.

Voice Vote:

Ayes: James J. Richmond, Barb Rhodes, Brad Duff-Hudkins, Mary Walter, Jackie Muscarella, Kim Duffy, and Kim Lavin

Nays: None

Motion carried

- E. Public comments- None

2. Consent Agenda

- A. Approval of October 13, 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

Consent Agenda

Jackie had a question about the new book cart the Friends of the Library bought the library. Dorothy explained that it is for the outdoor book drop. Jackie also asked about the mask statistics. Dorothy explained that that is the count of times people were asked to put on a mask.

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

Voice Vote:

Ayes: James J. Richmond, Brad Duff-Hudkins, Mary Walter, Barb Rhodes, Jackie Muscarella, Kim Duffy, and Kim Lavin

Nays: None

Motion carried

3. New Business

- A. Enact and authorize filing of Levy Ordinance No. 21-03 and Authorize Filing of Certified Copy of Ordinance

New Business

Brad Duff-Hudkins made a motion and Jackie Muscarella seconded to enact Levy Ordinance 21-03.

Roll Call Vote:

Ayes: James J. Richmond, Brad Duff-Hudkins, Mary Walter, Barb Rhodes, Jackie Muscarella, Kim Duffy, and Kim Lavin

Nays: None

Motion carried

B. Enact Certificate of Compliance with Truth in Taxation Law and Authorize Filing of Certificate

Brad Duff-Hudkins made a motion and Jackie Muscarella seconded to enact the Certificate of Compliance with Truth in Taxation Law and authorize filing of Certificate.

Roll Call Vote:

Ayes: James J. Richmond, Brad Duff-Hudkins, Mary Walter, Barb Rhodes, Jackie Muscarella, Kim Duffy, and Kim Lavin

Nays: None

Motion carried

C. Enact and authorize filing of Ordinance No. 21-04 Authorizing Reduction of Tax Extension for Levy Year 2020, as Necessary and Authorize Filing of Ordinance

Jim explained that this ordinance is in place because of the tax cap law. The corporate fund will remain the same, with reductions occurring in the other funds.

Mary Walter made a motion and Barb Rhodes seconded to enact Ordinance 21-04.

Roll Call Vote:

Ayes: James J. Richmond, Brad Duff-Hudkins, Mary Walter, Kim Duffy, Barb Rhodes, Jackie Muscarella, and Kim Lavin

Nays: None

Motion carried

D. Enact Annual Statement of Revenues and Expenditures and Authorize Filing with County Clerk

Brad Duff-Hudkins made a motion and Mary Walter seconded to enact Annual Statement of Revenues and Expenditures and authorize filing with County Clerk.

Roll Call Vote:

Ayes: James J. Richmond, Brad Duff-Hudkins, Mary Walter, Kim Duffy, Barb Rhodes, Jackie Muscarella, and Kim Lavin

Nays: None

Motion carried

E. Discussion and Approval of the Annual Audit Report

Dorothy explained GRA Accounting has completed its annual audit.

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

Voice Vote:

Ayes: James J. Richmond, Mary Walter, Kim Duffy, Barb Rhodes, Brad Duff-Hudkins, Kim Lavin, and Jackie Muscarella

Nays:

Motion carried

F. Authorize Publication of Notice of Availability of Audit Report

The Board agreed that the audit would be made available on the library's website in addition to being physically available at the library.

Mary Walter made a motion and Barb Rhodes seconded to authorize publication of the annual audit report.

Voice Vote:

Ayes: James J. Richmond, Mary Walter, Kim Duffy, Barb Rhodes, Brad Duff-Hudkins, Kim Lavin, and Jackie Muscarella

Nays:

Motion carried

G. Discussion and Consideration of Resolution #252, adding Filtering, to section 3.7, Computers and Wireless Networks

Jackie Muscarella made a motion and Barb Rhodes seconded to adopt Resolution #252.

Voice Vote:

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

Nays: Brad Duff Hudkins. Kim Lavin

Motion carried

H. Discussion and Consideration of Resolution #253, adding section 5.9.6, Parental Leave, to section 5, Personnel

Kim Lavin made a motion and Mary Walter seconded to adopt Resolution #253.

Voice Vote:

Ayes: James J. Richmond, Mary Walter, Kim Duffy, Barb Rhodes, Brad Duff Hudkins. Kim Lavin and Jackie Muscarella

Nays:

Motion carried

I. Discussion and Consideration of Library Employee Appreciation Day for 2022

Brad Duff-Hudkins made a motion and Jackie Muscarella seconded to approve the Library Employee Appreciation Day for 2022.

Voice Vote:

Ayes: James J. Richmond, Mary Walter, Kim Duffy, Barb Rhodes, Brad Duff Hudkins. Kim Lavin, and Jackie Muscarella

Nays:

Motion carried

4. Old Business

Old Business

A. Discussion of FY22 Per Capita Grant Requirements, Chapters 8-10 of *Serving Our Public 4.0, Standards for Illinois Public Libraries*

Dorothy read through the check lists of chapters 8-10 of *Serving Our Public 4.0, Standards for Illinois Public Libraries*.

5. Correspondence-None

6. Open Forum

Jackie Muscarella asked about the flood that occurred on October 25, 2021. Dorothy detailed the damage that occurred and explained that ServiceMaster was used to remediate the situation. The board discussed several options.

Dorothy also explained that the Library will be using a new insurance company and broker in January of 2022 that has better flood coverage.

Brad brought up an article about digital rights management.

Kim Duffy asked about the Friends. Dorothy explained that they are starting a candy sale and donated a new book cart and Christmas Decorations. She shared that they are meeting on Tuesday, November 16.

The board determined that there would be low attendance at the next meeting. They decided to move the meeting to Wednesday, December 15.

Mary Walter asked about the bathrooms. Dorothy explained that the architects have preliminary drawings. The project should get started in January.

7. Executive Session-None

8. Adjournment

Kim Duffy made a motion, seconded by Mary Walter to adjourn the meeting.

Voice Vote:

Ayes: James J. Richmond, Brad Duff-Hudkins, Mary Walter, Jackie Muscarella, Kim Duffy, Barb Rhodes, and Kim Lavin

Nays: None

Motion carried

Meeting adjourned at 8:14 p.m.

Correspondence

Open Forum

Executive Session

Adjournment

Mary Walter, Secretary

Dated: _____, 2021