

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

November 9, 2022

Prepared by Dorothy Koll, Library Director

1. The meeting was called to order at 7:11 p.m.

- A. Those present in person were James J. Richmond, President, Brad Duff-Hudkins, Treasurer, Mary Walter, Secretary, Jackie Muscarella, Kim Lavin, and Kim Duffy, 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 Jackie Muscarella seconded to approve the agenda.

Voice Vote:

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

Nays: None

Motion carried

- E. Public comments-None

Consent Agenda

2. Consent Agenda

- A. Approval of October 12, 2022 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

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

Voice Vote:

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

Nays: None

Motion carried

3. New Business

- A. Enact Levy Ordinance No. 22-04 and Authorize Filing of Certified Copy of Ordinance

New Business

Jackie Muscarella made a motion and Mary Walter seconded to enact levy ordinance number 22-04 and authorize the filing of the certified copy of the ordinance.

Roll Call Vote:

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

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 Kim Duffy seconded to enact the certificate of compliance with Truth in Taxation law and the filing of the certificate.

Roll Call:

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

Nays: None

Motion carried

C. Enact Ordinance No. 22-05 Authorizing Reduction of Tax Extension for Levy Year 2022, as Necessary and Authorize Filing of Ordinance

Brad Duff-Hudkins made a motion and Kim Duffy seconded to enact ordinance 22-05, authorizing the reduction of the tax extension for levy year 2022 as necessary and authorize the filing of the ordinance.

Roll Call Vote:

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

Nays: None

Motion carried

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

Kim Lavin made a motion and Mary Walter seconded to enact the annual statement of revenues and expenditures and authorize the filing with the county clerk.

Roll Call Vote:

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

Nays: None

Motion carried

E. Discussion and Approval of the Annual Audit Report

Brad Duff-Hudkins made a motion and Jackie Muscarella seconded to approve the annual audit report from GRA Accounting.

Voice Vote:

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

Nays: None

Motion carried

F. Authorize Publication of Notice of Availability of Audit Report

Brad Duff-Hudkins made a motion and Mary Walter seconded to authorize the publication of the notice of availability of the audit report.

Voice Vote:

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

Nays: None

Motion carried

G. Discussion and Consideration updating the policy manual section 5.8.4, Holidays, to exclude President's Day and to give staff members a floating holiday

Dorothy proposed eliminating President's Day as a closed library holiday and offering staff members a floating holiday instead.

Kim Duffy made a motion and Kim Lavin seconded to update policy manual section 5.8.4, Holidays.

Voice Vote:

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

Nays: None

Motion carried

H. Discussion and Consideration of updating the policy manual section 5.9.5, General Leave of Absence, to Family Medical Leave Act

Dorothy explained the current General Leave of Absence Policy was insufficient to meet current federal laws, and offered a new policy that follows the Family Medical Leave Act.

Mary Walter made a motion and Brad Duff-Hudkins seconded to update policy manual section 5.9.5.

Voice Vote:

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

Nays: None

Motion carried

A. Discussion and Consideration of Library Employee Appreciation Day for 2023

The Board chose to grant employees with another LEAD day for calendar year 2023.

Kim Lavin made a motion and Mary Walter seconded to approve a LEAD day for employees to be used in the calendar year 2023.

Voice Vote:

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

Nays: None

Motion carried

4. Old Business

A. Discussion of FY22 Per Capita Grant Requirements, Serving Our Public 4.0, Standards for Illinois Public Libraries

Old Business

The board read through chapters 9-12 of *Serving Our Public 4.0 Standards for Illinois Public Libraries*.

5. Correspondence-None

Correspondence

6. Open Forum

Open Forum

Dorothy, Jim, and Kim D. briefed the board on the Community Expo.

Mary Walter recommended that the reference department look into purchasing Ukrainian Language and English Language Learning materials for the adult collection.

Dorothy shared that the library acquired an Amazon American Express rewards card that earns 5% cash back. The rewards will be used for library supplies, staff expenses, and summer reading prizes.

Dorothy updated the board on the bathroom remodel project. Construction began Monday, November 7.

7. Executive Session-none

Brad Duff-Hudkins made a motion and Mary Walter seconded to adjourn the meeting.

Voice Vote:

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

Nays: None

Motion carried

Meeting adjourned at 7:47 p.m.

Mary Walter, Secretary

Dated: _____, 2022

**Executive
Session**

Adjournment