

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

May 17, 2023

Prepared by Dorothy Koll, Library Director

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

- A. Those present in person were Jim 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**

Mary Walter made a motion and Kim Lavin 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 Comment

Jim Richmond recognized Kim Duffy for her 18 years of service on the Board of Trustees.

F. Oath of Office for Newly Elected Trustees

Oath of Office

Kim Lavin and Jackie Muscarella were sworn into office for their new Trustee terms.

G. Election of Trustee Executive Board Officers

**Election of
Officers**

Jackie Muscarella made a motion and Mary Walter seconded to nominate Jim. Richmond as President.

Vote:

Ayes: Brad Duff-Hudkins, Kim Lavin, Jackie Muscarella, Jim Richmond, and Mary Walter

Nays: None

Motion carried

Kim Lavin made a motion and Brad Duff-Hudkins seconded to nominate Mary Walter as Secretary.

Vote:

Ayes: Brad Duff-Hudkins, Kim Lavin, Jackie Muscarella, Jim Richmond, and Mary Walter

Nays: None

Motion carried

Jackie Muscarella made a motion and Kim Lavin seconded to nominate Brad Duff-Hudkins as Treasurer.

Vote:

Ayes: Brad Duff-Hudkins, Kim Lavin, Jackie Muscarella, Jim Richmond, and Mary Walter

Nays: None

Motion carried

Roll was called again following the election. Those present in person were Jim Richmond, President, Brad Duff-Hudkins, Treasurer, Mary Walter, Secretary, Jackie Muscarella, and Kim Lavin, Trustees. Also present was Dorothy Koll, Director and Kim Duffy, visitor.

Roll Call

2. Consent Agenda

Consent Agenda

- A. Approval of April 12, 2023 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 Duff-Hudkins made a motion and Jackie Muscarella seconded to approve the Consent Agenda.

Voice Vote:

Ayes: Brad Duff-Hudkins, Kim Lavin, Jackie Muscarella, Jim Richmond, and Mary Walter

Nays: None

Motion carried

3. New Business

New Business

- A. Discussion and Consideration of Vacant Board Position

The board asked Dorothy Koll to post the opening for the Vacant Board Position on the Library's door, desks, website, and Facebook page.

- B. Discussion and Consideration of FY24 Working Budget

Dorothy shared the working budget that had been presented to the board as a draft in March.

Mary Walter made a motion and Kim Lavin seconded to approve the FY24 Working Budget.

Voice Vote:

Ayes: Brad Duff-Hudkins, Kim Lavin, Jackie Muscarella, Jim Richmond, and Mary Walter

Nays: None

Motion carried

- C. Discussion and Consideration of FY24 Employee Pay Scale

Dorothy shared the employee pay scale that had been presented to the board as a draft in March.

Brad Duff-Hudkins made a motion and Mary Walter seconded to approve the FY24 Employee Pay Scale.

Voice Vote:

Ayes: Brad Duff-Hudkins, Kim Lavin, Jackie Muscarella, Jim Richmond, and Mary Walter

Nays: None

Motion carried

- D. Discussion and Consideration of Resolution #264, Updating Policy 3.1, Circulation

Dorothy presented Resolution #264, updating policy 3.1, Circulation.

Mary Walter made a motion and Jackie Muscarella seconded to adopt Resolution #264.

Voice Vote:

Ayes: Brad Duff-Hudkins, Kim Lavin, Jackie Muscarella, Jim Richmond, and Mary Walter

Nays:

Motion carried

E. Discussion and Consideration of Adding to the Policy Manual, Section, 3.9, Notary Policy

Dorothy presented an addition to the policy manual, a Notary Policy.

Kim Lavin made a motion and Mary Walter seconded to add Section 3.9, Notary, to the Policy Manual.

Voice Vote:

Ayes: Brad Duff-Hudkins, Kim Lavin, Jackie Muscarella, Jim Richmond, and Mary Walter

Nays:

Motion carried

F. Discussion and Consideration of updates to the Policy Manual, Section 5.25, Whistleblower Policy

Old Business

Dorothy shared with the board updates that are state required, including declaring the county's state's attorney as the library's auditing official.

Correspondence

Kim Lavin made a motion and Mary Walter seconded to update section 5.25 of the policy manual, Whistleblower Policy.

Open Forum

Voice Vote:

Ayes: Brad Duff-Hudkins, Kim Lavin, Jackie Muscarella, Jim Richmond, and Mary Walter

Nays:

Motion carried

G. Discussion and Consideration of updates to the Policy Manual, Section, 3.2 Fines and Fees

Dorothy shared with the board proposed updates to the fines and fees portion of the policy manual that change the fee schedule in anticipation of the library going fine free.

Executive Session

Kim Lavin made a motion and Mary Walter seconded to update section 3.2 of the policy manual, Fines and Fees.

Adjournment

Voice Vote:

Ayes: Brad Duff-Hudkins, Kim Lavin, Jim Richmond, and Mary Walter

Nays: Jackie Muscarella

Motion carried

H. Discussion and Consideration of updates to the Policy Manual, Section, 4.5 Study Rooms

Dorothy shared with the board proposed updates to the study room portion of the policy manual that eliminate the charge for non-residents.

Jackie Muscarella made a motion and Mary Walter seconded to update section 4.5 of the policy manual, Study Rooms.

Voice Vote:

Ayes: Brad Duff-Hudkins, Kim Lavin, Jim Richmond, Jackie Muscarella, and Mary Walter

Nays:

Motion carried

I. Discussion and Consideration of moving the Library's Money Market account from 5/3 Bank to Orland Park Bank & Trust, A Wintrust Bank

Dorothy proposed moving the library's Money Market account to Wintrust Bank for better interest rates. The board, by consensus, agreed to direct Dorothy to establish a relationship with Orland Park Bank & Trust, A Wintrust Bank and to open a MaxSafe Public Funds Money Market account.

Brad Duff-Hudkins made a motion and Jackie Muscarella seconded to establish a relationship with Orland Park Bank & Trust, A Wintrust Bank and to open a MaxSafe Public Funds Money Market account.

Voice Vote:

Ayes: Brad Duff-Hudkins, Kim Lavin, Jim Richmond, Jackie Muscarella, and Mary Walter

Nays:

Motion carried

J. Discussion of Annual City of Oak Forest Memorial Day Ceremony

Dorothy shared with the board that the annual City of Oak Forest Memorial Day Ceremony will take place on Memorial Day at 11:00am at City Hall.

K. Discussion of Summer Reading Large Events

Dorothy shared with the board some of the large events that are scheduled during the summer months and encouraged them to attend.

L. Discussion of Upcoming Friday Night Programs

Dorothy shared with the board the library will remain open late on Fridays, September 8, 2023 and December 8, 2023 for all ages programming,

4. Old Business

a. Appointment and Discussion of the Upcoming June Decennial Committee Meeting

The board, by consensus, appointed applicants Shelia Raja, Mary Kay Storm, Sue Maynard, and Cindy Brenner to the Decennial Committee. In addition, all trustees and Library Director Dorothy Koll will serve on the committee. The committee's first meeting is scheduled for 7:00pm on June 14th.

5. Correspondence-None

6. Open Forum

7. Executive Session- Personnel - exception 5 ILCS 120/2(c)(1)

Kim Lavin made a motion and Mary Walter seconded to go into executive session to discuss the director's annual review at 8:04 p.m.

Voice Vote:

Ayes: Brad Duff-Hudkins, Kim Lavin, Jackie Muscarella, Jim Richmond, and Mary Walter

Nays:

Motion carried

Brad Duff-Hudkins made a motion, seconded by Jackie Muscarella to exit executive session and resume the regularly scheduled meeting at 8:26 p.m.

Voice Vote:

Ayes: Brad Duff-Hudkins, Kim Lavin, Jackie Muscarella, Jim Richmond, and Mary Walter

Nays:

Motion carried

Brad Duff-Hudkins made a motion and Mary Walter seconded to agree to the salary adjustment of 6.5% for the director as discussed in the executive session.

Voice Vote:

Ayes: Brad Duff-Hudkins, Kim Lavin, Jackie Muscarella, Jim Richmond, and Mary Walter

Nays:

Motion carried

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

Voice Vote:

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

Nays: None

Motion carried

Meeting adjourned at 8:29 p.m.

Mary Walter, Secretary

Dated: _____
_____, 2023