

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

June 14, 2023

Prepared by Dorothy Koll, Library Director

1. The meeting was called to order at 7:30 p.m.

- A. Those present in person were Jim Richmond, President, Mary Walter, Secretary, Jackie Muscarella, and Kim Lavin, 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, Mary Walter, Jackie Muscarella, and Kim Lavin.

Nays: None

Motion carried

- E. Public Comment-None

2. Consent Agenda

- A. Approval of May 10, 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

Consent Agenda

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

Voice Vote:

Ayes: James J. Richmond, Mary Walter, Jackie Muscarella, and Kim Lavin

Nays: None

Motion carried

3. New Business

- A. Approval of May 17, 2023 Executive Session Meeting Minutes

New Business

Mary Walter made a motion and Jackie Muscarella seconded to approve the May 17, 2023 Executive Session minutes.

Voice Vote:

Ayes: Kim Lavin, Jim Richmond, Jackie Muscarella, and Mary Walter

Nays:

Motion carried

- B. Discussion and Consideration of the Applicants for the Vacant Board Position

Jim shared that Charles Howell was the only applicant for the position. The board unanimously agreed to move forward with appointing Charles to the Library Board of Trustees.

Jim Richmond made the motion and Mary Walter seconded to appoint Charles Howell to the Library Board of Trustees at the July 2023 meeting.

Voice Vote:

Ayes: Kim Lavin, Jackie Muscarella, Jim Richmond, and Mary Walter

Nays: None

Motion carried

C. Discussion and Consideration of Resolution #265, Adding to the Policy Manual, Section, 3.9, Notary Policy

Mary Walter pointed out an error in Resolution #265 and recommended an amendment to the resolution.

Kim Lavin made a motion and Jackie Muscarella seconded to approve Resolution #265 as amended.

Voice Vote:

Ayes: Kim Lavin, Jackie Muscarella, Jim Richmond, and Mary Walter

Nays: None

Motion carried

D. Discussion and Consideration of Resolution #266, updates to the Policy Manual, Section 5.25, Whistleblower Policy

Mary Walter pointed out an error in Resolution #266 and recommended an amendment to the resolution.

Mary Walter made a motion and Kim Lavin seconded to approve Resolution #266 as amended.

Voice Vote:

Ayes: Kim Lavin, Jackie Muscarella, Jim Richmond, and Mary Walter

Nays:

Motion carried

E. Discussion and Consideration of Resolution #267, updates to the Policy Manual, Section, 3.2 Fines and Fees

Mary Walter pointed out an error in Resolution #267 and recommended an amendment to the resolution.

Mary Walter made a motion and Kim Lavin seconded to approve Resolution #267 as amended.

Voice Vote:

Ayes: Kim Lavin, Jim Richmond, and Mary Walter

Nays: Jackie Muscarella

Motion carried

F. Discussion and Consideration of Resolution #268, updates to the Policy Manual, Section, 4.5 Study Rooms

Mary Walter pointed out an error in Resolution #268 and recommended an amendment to the resolution.

Mary Walter made a motion and Kim Lavin seconded to approve Resolution #268 as amended.

Voice Vote:

Ayes: Kim Lavin, Jackie Muscarella, Jim Richmond, and Mary Walter
Nays:
Motion carried

G. Discussion and Consideration of Resolution #269, for Establishing a Fee for Non-Resident Cards

Dorothy shared with the board a proposed new fee for non-residents that she calculated using the general mathematical formula. The proposed new fee is \$109.00.

Jackie Muscarella made a motion and Kim Lavin seconded to approve Resolution #269, establishing a fee for non-resident cards.

Voice Vote:
Ayes: Kim Lavin, Jim Richmond, Jackie Muscarella, and Mary Walter
Nays:
Motion carried

H. Discussion and Consideration of updates to the Policy Manual, Section 3.5, Reference

Dorothy shared with the board proposed updates to the Reference Policy, Section 3.5.

Mary Walter made a motion and Jackie Muscarella seconded to update section 3.5 of the Policy Manual, Reference.

Voice Vote:
Ayes: Kim Lavin, Jim Richmond, Jackie Muscarella, and Mary Walter
Nays:
Motion carried

I. Discussion and Consideration of updates to the Policy Manual, Section 3.6, Youth Services

Dorothy shared with the board proposed updates to the Reference Policy, Section 3.6.

Mary Walter made a motion and Jackie Muscarella seconded to update section 3.6 of the Policy Manual, Youth Services.

Voice Vote:
Ayes: Kim Lavin, Jim Richmond, Jackie Muscarella, and Mary Walter
Nays:
Motion carried

4. Old Business
5. Correspondence-None
6. Open Forum

Jackie Muscarella asked about the Teen Room. Dorothy shared that the room is really popular with families and teens.

7. Executive Session- None

Old Business

Correspondence

Open Forum

Executive Session

Adjournment

8. Adjournment

Mary Walter made a motion and Kim Lavin seconded to adjourn the meeting.

Voice Vote:

Ayes: James J. Richmond, Mary Walter, Jackie Muscarella, and Kim Lavin.

Nays: None

Motion carried

Meeting adjourned at 8:14 p.m.

Mary Walter, Secretary

Dated: _____
_____, 2023