

Minutes of the Meeting of the Board of Trustees of the Acorn Public Library  
Library Meeting Room, Zoom Video Conferencing  
November 08, 2023  
Prepared by Dorothy Koll, Library Director

1. The meeting was called to order at 7:15 p.m.

- A. Those present in person were Jim Richmond, President, Brad Duff-Hudkins, Treasurer, Barb Rhodes, Kim Lavin, and Charles Howell, 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**

Brad Duff-Hudkins made a motion and Kim Lavin second to nominate Barb Rhodes to be acting secretary.

Roll Call Vote:

Ayes: James J. Richmond, Kim Lavin, Brad Duff-Hudkins, Charles Howell, Barb Rhodes,

Nays: None

Motion carried

Brad Duff-Hudkins made a motion and Barb Rhodes seconded to approve the agenda.

Voice Vote:

Ayes: James J. Richmond, Kim Lavin, Brad Duff-Hudkins, Charles Howell, Barb Rhodes

Nays: None

Motion carried

- E. Public Comments

Charles Howell let the board know that he and his family greatly enjoyed the Halloween Party. Kim Lavin asked about the virtual program with the author Grace Lin.

2. Consent Agenda

**Consent Agenda**

- A. Approval of October 11, 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

Charles Howell made a motion and Brad-Duff Hudkins seconded to approve the Consent Agenda.

Voice Vote:

Ayes: James J. Richmond, Kim Lavin, Brad Duff-Hudkins, Charles Howell, Barb Rhodes

Nays: None

Motion carried

3. New Business

- A. Approval of October 11, 2023 Decennial Committee Minutes

**New Business**

The board agreed to table this item until the December meeting when a quorum of the Decennial Committee would be present.

B. Enact Levy Ordinance No. 23-04 and Authorize Filing of Certified Copy of Ordinance

Brad Duff-Hudkins made the motion and Charles Howell seconded to enact levy ordinance no. 23-04 and authorize filing of certified copy of ordinance

Roll Call Vote:

Ayes: James J. Richmond, Kim Lavin, Brad Duff-Hudkins, Charles Howell, Barb Rhodes

Nays: None

Motion carried

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

Brad Duff-Hudkins made the motion and Barb Rhodes seconded to enact the Certificate of Compliance with Truth in Taxation and authorize the filing of the Certificate.

Roll Call Vote:

Ayes: James J. Richmond, Kim Lavin, Brad Duff-Hudkins, Charles Howell, Barb Rhodes

Nays: None

Motion carried

D. Enact Ordinance No. 23-05 Authorizing Reduction of Tax Extension for Levy Year 2023, as Necessary and Authorize Filing of Ordinance

Charles Howell made a motion and Brad Duff-Hudkins seconded to enact ordinance number 23-05 authorizing the reduction of tax extension for the levy year 2023 as necessary and to authorize the filing of the ordinance.

Roll Call Vote:

Ayes: James J. Richmond, Kim Lavin, Brad Duff-Hudkins, Charles Howell, Barb Rhodes

Nays: None

Motion carried

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

Barb Rhodes made a motion and Brad Duff-Hudkins seconded to enact the annual statement of revenues and expenditures and authorize filing with the county clerk.

Roll Call Vote:

Ayes: James J. Richmond, Kim Lavin, Brad Duff-Hudkins, Charles Howell, Barb Rhodes

Nays: None

Motion carried

F. Discussion and Approval of the Annual Audit Report

Brad Duff Hudkins made a motion and Kim Lavin seconded to approve the annual audit report.

Roll Call Vote:

Ayes: James J. Richmond, Kim Lavin, Brad Duff-Hudkins, Charles Howell, Barb Rhodes

Nays: None  
Motion carried

G. Authorize Publication of Notice of Availability of Audit Report

Kim Lavin made a motion and Barb Rhodes seconded to authorize the notice of availability of the audit report.

Voice Vote:  
Ayes: James J. Richmond, Kim Lavin, Brad Duff-Hudkins, Charles Howell, Barb Rhodes  
Nays: None  
Motion carried

H. Discussion and Consideration of Open Enrollment Benefits Package for 2024

Charles Howell made a motion and Brad Duff-Hudkins seconded to approve the open enrollment benefits package for 2024.

Voice Vote:  
Ayes: James J. Richmond, Kim Lavin, Brad Duff-Hudkins, Charles Howell, Barb Rhodes  
Nays: None  
Motion carried

I. Discussion of phasing out the Library Substitute position

Dorothy let the board know that she would be eliminating the library substitute position due to low usage.

J. Discussion and Consideration Closing the Library for the entire day for the Staff In-Service on Friday, December 1, 2023

Dorothy asked the board to close the library for the entire day on December 1.

Brad Duff-Hudkins made a motion and Barb Rhodes seconded to close the library on December 1.

Voice Vote:  
Ayes: James J. Richmond, Kim Lavin, Brad Duff-Hudkins, Charles Howell, Barb Rhodes  
Nays: None  
Motion carried

K. Discussion and Consideration of Library Employee Appreciation Day for 2024

Charles Howell made a motion and Barb Rhodes seconded to approve the Library Employee Appreciation Day for 2024.

Voice Vote:  
Ayes: James J. Richmond, Kim Lavin, Brad Duff-Hudkins, Charles Howell, Barb Rhodes  
Nays: None  
Motion carried

4. Old Business

A. Discussion of the Requirements for the FY24 Per Capita Grant

The board reviewed Chapters 7-10 of *Serving our Public 4.0*.

**Old Business**

5. Correspondence

Barb Rhodes read a letter from the city of Oak Forest.

6. Open Forum

7. Executive Session- None

8. Adjournment

Kim Lavin made a motion and Barb Rhodes seconded to adjourn the meeting.

Voice Vote:

Ayes: James J. Richmond, Kim Lavin, Brad Duff-Hudkins, Charles Howell, Barb Rhodes

Nays: None

Motion carried

Meeting adjourned at 8:03 p.m.

\_\_\_\_\_  
Barb Rhodes, Acting Secretary

Dated: \_\_\_\_\_  
\_\_\_\_\_, 2023

**Correspondence**

**Open Forum**

**Executive  
Session**

**Adjournment**