

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

February 14, 2024

Prepared by Dorothy Koll, Library Director

1. The meeting was called to order at 7:02 p.m.

- A. Those present in person were Jim Richmond, President, Brad Duff-Hudkins, Treasurer, Mary Walter, Secretary, Jackie Muscarella, Charles Howell, 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**

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

Voice Vote:

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

Nays: None

Motion carried

- E. Public Comments

2. Consent Agenda

- A. Approval of January 10, 2024 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

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

Voice Vote:

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

Nays: None

Motion carried

3. New Business

- A. Discussion and Consideration of choosing a new provider for the Annual Audit

New Business

Dorothy presented two letters of intent from two different audit firms, GWA and Illinois NFP. The board chose to engage Illinois NFP for the 2024 audit, signing a 3-year letter of intent.

Jim Richmond made a motion and Kim Lavin seconded to engage Illinois NFP for the FY2024 Library Audit.

Voice Vote:

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

Nays: None

Motion carried

B. Discussion and Consideration of the 2024 Strategic Plan

Dorothy presented the 2024 Strategic Plan.

Charles Howell made a motion and Jackie Muscarella seconded to approve the 2024 strategic plan.

Voice Vote:

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

Nays: None

Old Business

C. Discussion and Consideration of updates to policy 1.5, Financial Procedures

The board discussed the proposed updates to policy 1.5 and suggested additional modifications.

Correspondence

Kim Lavin made a motion and Mary Walter seconded to approve the updates to policy 1.5, Financial Procedures, with the discussed modifications.

Open Forum

Voice Vote:

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

Nays: None

D. Discussion and Consideration of updates to policies 5.2.9, *Sick Leave*, and 5.20, *Attendance*

Executive Session

Mary Walter made a motion and Jackie Muscarella seconded to approve the updates to policies 5.2.9, Sick Leave and 5.20, Attendance.

Adjournment

Voice Vote:

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

Nays: None

4. Old Business-None

5. Correspondence

Mary Walter read correspondence from staff member, Karen Miner.

Mary Walter also read correspondence from the African American Contractors Association.

6. Open Forum

Charles Howell told Dorothy that his family had a good time at the Valentine’s Day Party.

Dorothy shared that the staff are planning for summer. She mentioned that this summer is the year for cyclical cicadas, and modifications for the kick-off party may be necessary.

Dorothy also shared that the Adler Planetarium will be hosting a free telescope program at the library in March.

7. Executive Session- None

8. Adjournment

Mary Walter made a motion and Charles Howell seconded to adjourn the meeting.

Voice Vote:

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

Nays: None

Motion carried

Meeting adjourned at 7:54 p.m.

Mary Walter, Secretary

Dated: _____
_____, 2024