

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

March 13, 2024

Prepared by Dorothy Koll, Library Director

1. The meeting was called to order at 7:01 p.m.

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

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

Voice Vote:

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

Nays: None

Motion carried

- E. Public Comments

2. Consent Agenda

- A. Approval of February 8, 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**

Barb Rhodes 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, Barb Rhodes, Jackie Muscarella

Nays: None

Motion carried

3. New Business

- A. Discussion and Consideration of Resolution #273 updates to policy 1.5, Financial Procedures

**New Business**

Mary Walter made a motion and Jackie Muscarella seconded approve Resolution #273, updates to policy 1.5, Financial Procedures.

Voice Vote:

Ayes: James J. Richmond, Mary Walter, Brad Duff-Hudkins, Charles Howell, Kim Lavin, Barb Rhodes, Jackie Muscarella  
Nays: None  
Motion carried

B. Discussion and Consideration of Resolution #274 updates to policies 5.2.9, Sick Leave, and 5.20, Attendance

Charles Howell made a motion and Mary Walter seconded to approve Resolution #274, updates to policies 5.2.9, Sick Leave, and 5.20, Attendance

Voice Vote:

Ayes: James J. Richmond, Mary Walter, Brad Duff-Hudkins, Charles Howell, Kim Lavin, Barb Rhodes, Jackie Muscarella  
Nays: None

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

**Old Business**

**Correspondence**

**Open Forum**

Dorothy shared that the Friends of the Library supplied the funds to install a new window wrap in the stairwell.

Dorothy also shared that an Eagle Scout has approached the library to partner with us to do his final project.

Dorothy let the board know that the management team would be working on updating the entire policy manual in the coming months.

Dorothy also shared that she will be budgeting for the HVAC project in the coming fiscal year. She also shared that the library would be installing a new fence around the garbage dumpsters to comply with City Code.

**Executive Session**

7. Executive Session- None
8. Adjournment

**Adjournment**

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, Charles Howell, Kim Lavin, Barb Rhodes, Jackie Muscarella  
Nays: None  
Motion carried

Meeting adjourned at 7:24 p.m.

\_\_\_\_\_  
Mary Walter, Secretary

Dated: \_\_\_\_\_  
\_\_\_\_\_, 2024

