

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

May 08, 2024

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, Mary Walter, Secretary, Brad Duff-Hudkins, Treasurer, 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 Charles Howell seconded to approve the agenda.

Voice Vote:

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

Nays: None

Motion carried

- E. Public Comments

2. Consent Agenda

- A. Approval of April 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

Brad Duff-Hudkins made a motion and Mary Walter seconded to approve the Consent Agenda.

Voice Vote:

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

Nays: None

Motion carried

3. New Business

- A. Discussion and Consideration of FY25 Working Budget

New Business

The Board approved the FY25 Working Budget that had been presented at the April 2024 meeting.

Brad Duff-Hudkins made a motion and Mary Walter seconded to approve the FY25 Working Budget.

Voice Vote:

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

Nays: None

Motion carried

B. Discussion and Consideration of FY25 Employee Pay Scale

The Board approved the FY25 Employee Payscale that had been presented at the April 2024 meeting.

Mary Walter made a motion and Charles Howell seconded to approve the FY25 Employee Payscale.

Voice Vote:

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

Nays: None

Motion carried

C. Discussion and Consideration of updates to the Policy Manual, Section 2, *Materials*

Dorothy presented updates to Section 2 of the Policy Manual, *Materials*.

Mary Walter made a motion and Kim Lavin seconded to approve Section 2 of the Policy Manual, *Materials*.

Voice Vote:

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

Nays: None

Motion carried

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

The Board discussed the annual wreath ceremony held at the City of Oak Forest. Mary Walter volunteered to attend.

E. Discussion of Summer Reading Large Events

Dorothy shared some of the many events that will take place during the Summer Reading Program.

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

Dorothy reminded the Board that the Atlas Trustee Day would take place on Saturday, May 18. Jim and Charles planned to attend.

Dorothy shared that the Family Prom was a great success.

Dorothy let the board know that she planned to be on leave toward the end of October.

7. Executive Session

The Board entered executive session in accordance with the personnel exception of 5 ILCS 120/2(c)(1) at 7:25pm.

The Board exited executive session at 7:47.

Old Business
Correspondence
Open Forum

Executive Session
Adjournment

Brad Duff-Hudkins made a motion and Mary Walter seconded to approve a 4.5% pay increase for the Director, as discussed in the executive session.

Voice Vote:

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

Nays: None

Motion carried

8. Adjournment

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

Voice Vote:

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

Nays: None

Motion carried

Meeting adjourned at 7:59 p.m.

Mary Walter, Secretary

Dated: _____
_____, 2024