

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

July 10, 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, Charles Howell, Barb Rhodes, 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 Barb Rhodes seconded to approve the agenda.

Voice Vote:

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

Nays: None

Motion carried

- E. Public Comments

2. Consent Agenda

- A. Approval of June 12, 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

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

Voice Vote:

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

Nays: None

Motion carried

New Business

3. New Business

- A. Authorize the Posting and Publication of Public Notice of the Tentative Budget and Appropriation Ordinance

Kim Lavin made a motion and Barb Rhodes seconded to authorize the posting and publication of the Public Notice of the Tentative Budget and Appropriation Ordinance.

Roll Call Vote:

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

Nays: None
Motion carried

B. Authorize the Payment of Obligations Incurred in the Prior Fiscal Year

Mary Walter made a motion and Charles Howell seconded to authorize the payment of obligations incurred in the prior fiscal year.

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

C. Appoint Two Trustees to Audit Secretary's Records

President Jim Richmond appointed trustees Charles Howell and Jackie Muscarella to audit the secretary's records.

D. Authorize the Library's Annual Audit

Mary Walter made a motion and Charles Howell seconded to authorize the library's annual audit.

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

E. Direct that the Annual Report Be Filed with the Illinois State Librarian

President Jim Richmond directed that Director Dorothy Koll complete the Annual Report and file it with the State Librarian.

F. Enact Ordinance #24-01 for Additional .02% Tax Levy for the Building Fund

Mary Walter made a motion and Barb Rhodes seconded to enact ordinance #24-01.

Roll Call Vote:
Ayes: James J. Richmond, Jackie Muscarella, Barb Rhodes, Charles Howell, Kim Lavin, Mary Walter
Nays: Brad Duff-Hudkins
Motion carried

G. Discussion and Consideration of the Bids for the South Parking Lot re-Pavement Project

Kim Lavin made a motion and Mary Walter seconded to accept the bid from Iroquois Paving Company for the south parking lot re-pavement project.

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

Nays: None
Motion carried

H. Discussion and Consideration of updates to the Policy Manual, Section 3, Services

Brad Duff-Hudkins made a motion and Jackie Muscarella seconded to approve the updates to the Policy Manual, Section 3, Services.

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

I. Discussion and Consideration of updates to the Policy Manual, Section 5, Personnel

Mary Walter made a motion and Barb Rhodes seconded to approve the updates to the Policy Manual, Section 5, Personnel.

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

J. Discussion and Consideration Closing the Library for a Staff In-Service day on Friday, December 6, 2024.

Mary Walter made a motion and Barb Rhodes seconded to approve closing the library on Friday, December 6 for the Staff In-Service Day.

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

K. Discussion of FY25 Illinois Per Capita Grant Requirements

The Board reviewed chapters 1-3 of *Serving Our Public Illinois 4.0, Standards for Illinois Libraries*.

4. Old Business-None
5. Correspondence- Mary Walter read a letter from O'Neill & Gesparado offering the library accounting and/or auditing services.
6. Open Forum

Mary Walter shared that her son and daughter-in-law have been visiting the library and were pleased with how friendly the staff are.

Dorothy shared the Summer reading Program Finale will be Saturday, August 3 in the north parking lot.

Old Business

Correspondence

Open Forum

Jim Richmond asked Dorothy about the elevator panel replacement. Dorothy shared that she would be meeting with TK Elevator to get an estimate of their improvement plans.

7. Executive Session-None

8. Adjournment

Mary Walter made a motion and Jackie Muscarella seconded to adjourn the meeting.

Voice Vote:

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

Nays: None

Motion carried

Meeting adjourned at 7:52 p.m.

Mary Walter, Secretary

Dated: _____
_____, 2024

**Executive
Session**

Adjournment