

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

August 14, 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, 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**

Barb Rhodes made a motion and Mary Walter seconded to approve the agenda.

Voice Vote:

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

Nays: None

Motion carried

- E. Public Comments

2. Consent Agenda

- A. Approval of July 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

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, Kim Lavin

Nays: None

Motion carried

3. New Business

- A. Discussion and Consideration of Resolution #277 updates to the Policy Manual, Section 3, Services

New Business

Kim Lavin made a motion and Mary Walter seconded to adopt Resolution 277, updating Section 3 of the Policy Manual.

Voice Vote:

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

Nays: None

Motion carried

B. Discussion and Consideration of Resolution #278 updates to the Policy Manual, Section 5, Personnel

Jackie Muscarella made a motion and Mary Walter seconded to adopt Resolution 278, updating Section 5 of the Policy Manual.

Voice Vote:

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

Nays: None

Motion carried

C. Discussion and Consideration of updates to the Policy Manual, Section 1, Administration

Mary Walter made a motion and Barb Rhodes seconded to approve the changes of Section 1 of the Policy Manual.

Voice Vote:

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

Nays: None

Motion carried

D. Discussion and Consideration of updates to the Policy Manual, Section 4, Facilities

The Board reviewed Section 4 of the policy manual and agreed with Dorothy that no changes were needed.

E. Discussion of the Draft Budget and Appropriation Ordinance

The Board reviewed the draft of the FY25 B&A Ordinance.

F. Discussion of the Annual Community Expo on October 19, 2024

Dorothy shared that the annual community expo will be on Saturday, October 19. Kortni Springer from Adult Services will attend.

G. Discussion of the Director's Leave of Absence schedule for October 2024

Dorothy shared the anticipated dates of her leave of absence.

H. Discussion and Consideration of the Elevator Modernization Project

The Board reviewed the proposal from TKE and agreed to use Sourcewell for the Elevator Modernization Project.

Roll Call Vote:

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

Nays: None

Motion carried

I. Discussion of the HVAC Replacement Project

The Board agreed that Dorothy should hire Kluber Engineering for the initial phase of the HVAC Replacement Project.

J. Discussion and Consideration of allowing Better World Books to install a drop box at the Library

Dorothy asked to table this agenda item until the next meeting, by which time she would have been able to review the Better World Books contract.

4. Old Business

A. Update on Audit of Secretary's Records

Charles Howell and Jackie Muscarella completed the audit of the secretary's records on August 14.

B. Discussion of FY25 Illinois Per Capita Grant Requirements

The Board reviewed chapters 4-7 of *Serving Our Public Illinois 4.0, Standards for Illinois Libraries*.

5. Correspondence- Mary Walter read a letter from Michelle Alfano.

6. Open Forum

Charles shared that his family was very happy with the Summer Reading Program and shared a suggestion for the Summer Penpal Program.

Dorothy asked the Board if Karen Miner, the Business Manager, could revise the Income and Disbursement report through the Monday before the board meeting to reduce the number of bills on the Supplemental Bills list. The Board agreed.

7. Executive Session-None

8. Adjournment

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

Voice Vote:

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

Nays: None

Motion carried

Meeting adjourned at 8:34 p.m.

Mary Walter, Secretary

Dated: _____
_____, 2024

Old Business

Correspondence

Open Forum

**Executive
Session**

Adjournment