

Minutes of the Meeting of the Board of Trustees of the Acorn Public Library  
Library Meeting Room, Zoom Video Conferencing  
November 13, 2024

Prepared by Dorothy Koll, Library Director & Jane Young, Circulation Manager

1. The meeting was called to order at 7:00 p.m.

- A. Those present in person were James J. Richmond, President, Brad Duff-Hudkins, Treasurer, Charles Howell, Barb Rhodes, Jackie Muscarella and Kim Lavin, Trustees. Also present was Jane Young, Circulation Manager and via Zoom, Dorothy Koll, Director.

**Call to Order  
Roll Call**

Jim Richmond noted that they needed to appoint an acting secretary in Mary Walter's Absense.

Jackie Muscarella made a motion and Charles Howell seconded to name Barb Rhodes acting secretary.

Voice Vote:

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

Nays: None

Motion carried

- B. Quorum determined
- C. Recognition of visitors at meeting – None
- D. Approval of agenda.

Kim Lavin made a motion and Jackie Muscarella seconded to approve the agenda.

Voice Vote:

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

Nays: None

Motion carried

- E. Public Comments – None

**Consent Agenda**

2. Consent Agenda

- A. Approval of October 9, 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

Brad Duff-Hudkins made a motion and Barb Rhodes seconded to approve the Consent Agenda.

Voice Vote:

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

Nays: None

Motion carried

3. New Business

**New Business**

- A. Enact Levy Ordinance No. 24-03 and Authorize Filing of Certified Copy of Ordinance

Kim Lavin made a motion and Jackie Muscarella seconded to Enact Levy Ordinance No. 24-03 and authorize filing of Certified Copy of Ordinance.

Roll Call Vote:

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

Nays: None

Motion carried

- B. Enact Certificate of Compliance with Truth in Taxation Law and Authorize Filing of Certificate.

Brad Duff-Hudkins made a motion and Charles Howell seconded to Enact Certificate of Compliance with Truth in Taxation Law and authorize filing of Certificate.

Roll Call Vote:

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

Nays: None

Motion carried

- C. Enact Ordinance No. 24-04 Authorizing Reduction of Tax Extensions for Levy Year 2024 as Necessary and Authorize Filing of Ordinance

Charles Howell made a motion and Barb Rhodes seconded to Enact Levy Ordinance No. 24-04 Authorizing Reduction of Tax Extension for Levy Year 2024 as necessary and authorize filing of Ordinance.

Roll Call Vote:

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

Nays: None

Motion carried

- D. Enact Annual Statement of Revenues and Expenditures and Authorize Filing with County Clerk

Charles Howell made a motion and Brad Duff-Hudkins seconded to Enact Annual Statement of Revenues and Expenditures and authorize filing with County Clerk.

Roll Call Vote:

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

Nays: None

Motion carried

E. Discussion and Approval of the Annual Audit Report

Brad Duff-Hudkins made a motion and Barb Rhodes seconded to approve the Annual Audit Report.

Roll Call Vote:

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

Nays: None

Motion carried

F. Authorize Publication of Notice of Availability of Audit Report

Brad Duff-Hudkins made a motion and Charles Howell seconded to authorize publication of Notice of Availability of Audit Report.

Roll Call Vote:

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

Nays: None

Motion carried

G. Discussion and Consideration of Open Enrollment Benefits Package for 2025

Brad Duff-Hudkins made a motion and Charles Howell seconded to approve the Open Enrollment Benefits Package for 2025.

Voice Vote:

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

Nays: None

Motion carried

4. Old Business
  - A. None.

5. Correspondence – Review of materials submitted requesting a program. Upon discussion, it was determined that this type of program does not align with the demands of our library district. It was determined that the Director and Department Managers are to decide which programming to approve based on the needs of our community. Dorothy Koll noted that anyone may rent our rooms for their programs.

6. Open Forum – Barb Rhodes extended a pat on the back to all the staff that ran the Halloween Party stating that it was run very efficiently. She appreciated how staff went above and beyond. Jim Richmond said that he and Kortni attended the Community Expo and Jackie Muscarella and Barb Rhodes came by as well. Jim stated that the driving

**Old Business**

**Correspondence**

**Open Forum**

**Executive Session**

**Adjournment**

force is the children and costume parade. He said that there appeared to be more presenters there than residents. There was discussion about the attendance being higher when it was held at the high school, because of the parking and general location. In addition, that everyone likes to get the goody bags. Dorothy Koll extended her thanks and appreciation to the management team for holding down the fort while she is out.

7. Executive Session – None

8. Adjournment

Kim Lavin made a motion and Barb Rhodes seconded to adjourn the meeting.

Voice Vote:

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

Nays: None

Motion carried

Meeting adjourned at 7:30 p.m.

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Mary Walter, Secretary

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