

Minutes of the Meeting of the Board of Trustees of the Acorn Public Library
Library Meeting Room, Zoom Video Conferencing
February 12, 2025
Prepared by Dorothy Koll, Library Director

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

- A. Those present in person were James J. Richmond, President, Brad Duff-Hudkins, Treasurer, Charles Howell, Mary Walter, Secretary, Jackie Muscarella and Kim Lavin, Barb Rhodes, Trustees. Also present was Dorothy Koll, Director.
- B. Quorum determined
- C. Recognition of visitors at meeting – None
- D. Approval of agenda.

**Call to Order
Roll Call**

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

Voice Vote:

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

Nays: None

Motion carried

E. Public Comments-None

2. Consent Agenda

- A. Approval of January 8, 2025 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 Barb Rhodes seconded to approve the Consent Agenda.

Voice Vote:

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

Nays: None

Motion carried

3. New Business

New Business

- A. Discussion and Consideration of Resolution 284 updating the Policy Manual, Section 4.4, Meeting Rooms

Mary Walter made a motion and Brad Duff-Hudkins seconded to the updates to adopt Resolution 284.

Voice Vote:

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

Nays: None

Motion carried

B. Discussion and Consideration of Resolution 285 adding to the Policy Manual, Section 4.4.1, After Hours Meeting Rooms

Jackie Muscarella made a motion and Mary Walter seconded to adopt Resolution 285.

Voice Vote:

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

Nays: None

Motion carried

C. Discussion and Consideration of updates to the Policy Manual, Section 5.4, Employment Classifications

Dorothy requested a small change to the employment classification section of the policy manual. The Board agreed to take out the sentence “work less than 30 hours per week,” in the section describing employees who work greater than 20 hours per week.

Charles Howell made a motion and Mary Walter seconded to approve the updates to the section 5.4 of the policy manual.

Voice Vote:

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

Nays: None

Motion carried

4. Old Business-

Old Business

5. Correspondence –

Correspondence

Mary Walter read an email from Yennifer Hernandez about bilingual book walks from Syncretic Press.

Mary Walter also read an email from Courtney Salin.

Open Forum

6. Open Forum –

Jackie Muscarella thanked Dorothy for including a circulation statistics report compiled by Tech Services Manager, Anna, Orzel, highlighting circulation statistics during the 2024 calendar year. Dorothy noted that nearly all Library of Things items circulated in 2024. Mary Walter then suggested the library purchase a Yoto audiobook device or cards for the Library of Things.

Executive Session

7. Executive Session – None

Adjournment

8. Adjournment

Brad Duff-Hudkins made a motion and Jackie Muscarella seconded to adjourn the meeting.

Voice Vote:

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

Nays: None

Motion carried

Meeting adjourned at 7:26 p.m.

Mary Walter, Secretary

Dated: _____
_____, 2025