

Minutes of the Meeting of the Board of Trustees of the Acorn Public Library  
Library Meeting Room, Zoom Video Conferencing  
July 9, 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 Charles Howell, President, Jackie Muscarella, Treasurer, Jim Richmond, Secretary, and Kim Lavin, Trustee. 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**

Jim Richmond made a motion and Jackie Muscarella seconded to approve the agenda.

Voice Vote:

Ayes: Charles Howell, Jim Richmond, Kim Lavin, Jackie Muscarella

Nays: None

Motion carried

E. Public Comments-None

2. Consent Agenda

- A. Approval of June 18, 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**

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

Voice Vote:

Ayes: Charles Howell, Jim Richmond, Kim Lavin, Jackie Muscarella

Nays: None

Motion carried

3. New Business

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

**New Business**

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

Roll Call:

Ayes: Charles Howell, Jim Richmond, Kim Lavin, Jackie Muscarella

Nays: None

Motion carried

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

Jim Richmond made a motion and Kim Lavin seconded to authorize the payment of obligations incurred in the prior fiscal year.

Roll Call Vote:

Ayes: Charles Howell, Jim Richmond, Kim Lavin, Jackie Muscarella

Nays: None

Motion carried

C. Appoint Two Trustees to Audit Secretary's Records

Charles appointed himself and Barb Rhodes to audit secretary's records.

D. Authorize the Library's Annual Audit

Jim Richmond made a motion and Jackie Muscarella seconded to authorize the Library's annual audit.

Roll Call Vote:

Ayes: Charles Howell, Jim Richmond, Kim Lavin, Jackie Muscarella

Nays: None

Motion carried

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

Charles Howell directed Dorothy to complete and submit the IPLAR.

F. Enact Ordinance #25-01 for Additional .02% Tax Levy for the Building Fund

Jim Richmond made a motion and Jackie Muscarella seconded to enact ordinance #25-01.

Roll Call Vote:

Ayes: Charles Howell, Jim Richmond, Kim Lavin, Jackie Muscarella

Nays: None

Motion carried

G. Discussion and Consideration Closing the Library for a Staff In-Service day on Friday, December 5, 2025.

Kim Lavin made a motion and Jackie Muscarella seconded to close the library for a staff in-service day on Friday, December 5.

Voice Vote:

Ayes: Charles Howell, Jim Richmond, Kim Lavin, Jackie Muscarella

Nays: None

Motion carried

**Old Business**

**Correspondence**

**Open Forum**

**Executive Session**

**Adjournment**

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

Jim reminded the board to complete their annual Sexual Harassment training with the State of Illinois.

Dorothy shared some highlights from this year's summer reading program events.

7. Executive Session – none
8. Adjournment

Jim Richmond made a motion and Kim Lavin seconded to adjourn the meeting.

Voice Vote:

Ayes: Charles Howell, Jim Richmond, Kim Lavin, Jackie Muscarella

Nays: None

Motion carried

Meeting adjourned at 7:27 p.m.

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James J. Richmond, Secretary

Dated: \_\_\_\_\_  
\_\_\_\_\_, 2025