

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

1. The meeting was called to order at 7:02 p.m.

- A. Those present in person were Charles Howell, President, Jim Richmond, Secretary, Jackie Muscarella, Treasurer, Brad Duff-Hudkins, Mary Walter, Kim Lavin, 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**

Jim Richmond made a motion and Mary Walter seconded to approve the agenda.

Voice Vote:

Ayes: Charles Howell, Jim Richmond, Brad Duff-Hudkins, Mary Walter, Jackie Muscarella, Kim Lavin

Nays: None

Motion carried

E. Public Comments-None

2. Consent Agenda

- A. Approval of October 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 Jackie Muscarella seconded to approve the Consent Agenda.

Voice Vote:

Ayes: Charles Howell, Jim Richmond, Brad Duff-Hudkins, Mary Walter, Jackie Muscarella, Kim Lavin

Nays: None

Motion carried

3. New Business

**New Business**

- A. Enact Levy Ordinance No. 25-04 and Authorize Filing of Certified Copy of Ordinance

The Board enacted Ordinance 25-04 and authorized the filing of the Certified Copy of the Ordinance.

Brad Duff-Hudkins made a motion and Jim Richmond seconded to enact Ordinance 25-04 and authorize the filing of the certified copy of the ordinance.

Roll Call Vote:

Ayes: Charles Howell, Jim Richmond, Brad Duff-Hudkins, Mary Walter, Jackie Muscarella, Kim Lavin

Nays: None

Abstain: 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 Kim Lavin seconded to enact certificate of compliance with the Truth in Taxation Law and authorized the filing of the certificate.

Roll Call Vote:

Ayes: Charles Howell, Jim Richmond, Brad Duff-Hudkins, Mary Walter, Jackie Muscarella, Kim Lavin

Nays: None

Abstain: None

Motion carried

C. Enact Ordinance No. 25-05 Authorizing Reduction of Tax Extension for Levy Year 2025, as Necessary and Authorize Filing of Ordinance

James J. Richmond made a motion and Brad Duff-Hudkins seconded to enact Ordinance 25-04 authorizing reduction of tax extension for levy year 2025, as necessary and authorize the filing of the ordinance.

Roll Call Vote:

Ayes: Charles Howell, Jim Richmond, Brad Duff-Hudkins, Mary Walter, Jackie Muscarella, Kim Lavin

Nays: None

Abstain: None

Motion carried

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

Brad Duff-Hudkins made a motion and Kim Lavin seconded to enact Annual Statement of Revenue and Expenditures and authorize the filing with the County Clerk.

Roll Call Vote:

Ayes: Charles Howell, Jim Richmond, Brad Duff-Hudkins, Mary Walter, Jackie Muscarella, Kim Lavin

Nays: None

Abstain: None

Motion carried

E. Discussion and Approval of the Annual Audit Report

Jim Richomd made a motion to approve the Annual Audit Report, and Brad Duff-Hudkins seconded.

Roll Call Vote:

Ayes: Charles Howell, Jim Richmond, Brad Duff-Hudkins, Mary Walter, Jackie Muscarella, Kim Lavin

Nays: None

Abstain: None

Motion carried

F. Authorize Publication of Notice of Availability of Audit Report

Mary Walter made a motion to authorize the publication of the notice of availability of the audit report, and Brad Duff-Hudkins seconded.

Roll Call Vote:

Ayes: Charles Howell, Jim Richmond, Brad Duff-Hudkins, Mary Walter, Jackie Muscarella, Kim Lavin

Nays: None

Abstain: None

Motion carried

G. Discussion and Consideration of Open Enrollment Benefits Package for 2026

Dorothy proposed keeping the library's contributions to the employee benefits package the same for calendar year 2026.

Jim Richmond made a motion and Mary Walter seconded, to approve the Open Enrollment Benefits package as presented for calendar year 2026.

Roll Call Vote:

Ayes: Charles Howell, Jim Richmond, Brad Duff-Hudkins, Mary Walter, Jackie Muscarella, Kim Lavin

Nays: None

Abstain: None

Motion carried

4. Old Business

A. Discussion of the FY26 Per Capita Grant Requirements.

**Old Business**

The Board reviewed the following standards: Access, Advocacy, Buildings and Grounds, Collection Management, Finance and Budget, and Governance and Administration.

5. Correspondence – None

**Correspondence**

6. Open Forum –

**Open Forum**

Jim Richmond noted that this month marked his 25<sup>th</sup> anniversary on the Library Board of Trustees.

Dorothy shared an update on the HVAC project.

Dorothy also described the plans for the staff in-service and holiday luncheon. She also let the board know about the upcoming holiday programming.

Jim asked about the GASB accounting practices with Quickbooks and asked Dorothy to follow up with the auditor.

7. Executive Session – none

8. Adjournment

Brad Duff-Hudkins made a motion and Mary Walter seconded to adjourn the meeting.

Voice Vote:

Ayes: Charles Howell, Jim Richmond, Brad Duff-Hudkins, Jackie Muscarella, Kim Lavin, Mary Walter

Nays: None

Motion carried

Meeting adjourned at 8:02 p.m.

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James J. Richmond, Secretary

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

**Executive Session**

**Adjournment**