

Minutes of the Meeting of the Board of Trustees of the Acorn Public Library  
Library Meeting Room, Zoom Video Conferencing  
April 8, 2026  
Prepared by Dorothy Koll, Library Director

1. The meeting was called to order at 7:00 p.m.
  - A. Those present in person were Charles Howell, President, Jim Richmond, Secretary, Mary Walter, Kim Lavin, Brad Duff-Hudkins, Trustees. Also present was Dorothy Koll, Director.
  - B. Quorum determined
  - C. Recognition of visitors at meeting – John Greska, Caroline Lily, Janice Visser
  - 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, Kim Lavin, Brad Duff-Hudkins, Mary Walter

Nays: None

Motion carried

- E. Public Comments-
  - i. John Greska, Adult Services Assistant, spoke to the board advocating for increased funding for visual media, including DVDs and video games. He shared that when he worked in the circulation department, he enjoyed seeing the variety of DVDs patrons checked out. He also advocated for additional shelving for video games.
  - ii. Caroline Lily, Youth Services Assistant, informed the board that she spoke with the director about a conflict related to the addition of Sunday hours. She has another job, and the director told her that it would be mandatory for everyone in the library to work one Sunday a month. She questioned the feasibility of Sunday hours and asked how matters such as sick time and vacation accrual would be handled.
  - iii. Janice Visser, Youth Services Assistant, also informed the board of a religious conflict with working Sunday hours. She prepared a letter and spoke on the matter, explaining that the director had offered her an accommodation, but that the accommodation would not work for her. She questioned why not all staff were consulted regarding this decision and asked why the results of the community surveys were not shared with all staff.

**Consent Agenda**

**New Business**

Jackie Muscarella arrived at 7:10.

2. Consent Agenda
  - A. Approval of March 11, 2026 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

Kim Lavin made a motion and Mary Walter seconded to approve the Consent Agenda.

Voice Vote:

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

Nays: None

Motion carried

### 3. New Business

#### A. Semiannual Review of Executive Session Minutes

The board chose by consensus to release the May 11, 2022, May 17, 2023, and May 8, 2024 minutes. The board will review the remaining Executive Session Minutes again in October 2026.

Jim Richmond made a motion and Jackie Muscarella seconded to release the May 11, 2022, May 17, 2023, and May 8, 2024 minutes.

Voice Vote:

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

Nays: None

Motion carried

Jim Richmond made a motion and Mary Walter seconded to delete 3 digital recordings of the executive sessions on May 11, 2022, May 17, 2023, and May 8, 2024.

Voice Vote:

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

Nays: None

Motion carried

#### B. Discussion and review of Administration Policies: Circulation, Fines, and Fees

The board reviewed the following Administration Policies: Circulation, Fines, and Fees

#### C. Discussion and Consideration of Resolution 289, updating Circulation policy 3.1.3, Checking out Materials

Mary Walter made a motion and Jim Richmond seconded to adopt Resolution 289.

Voice Vote:

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

Nays: None

Motion carried

#### D. Discussion of the Working Budget

The Board reviewed a draft of the FY27 Working Budget.

E. Discussion and Consideration of the addition of policy 5.13.14, Artificial Intelligence

The board reviewed a draft policy regarding the use of Artificial Intelligence by library employees. Brad asked Dorothy to look into whether Copilot allows users to turn off the setting that uses content for machine learning.

Mary Walter made a motion and Jim Richmond seconded to approve policy 5.13.14, Artificial Intelligence.

Voice Vote:

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

Nays: None

Motion carried

F. Discussion and Consideration of changing the library's hours of operations in September 2026

The board discussed setting the library's Sunday opening hours to 11:00 a.m. to 3:00 p.m., beginning in September 2026. They also discussed changing the library's Monday through Thursday hours to 9:00 a.m. to 8:00 p.m., starting in September. The board reviewed concerns raised by Caroline Lily and Janice Visser regarding Sunday hours. By consensus, the board decided to table this agenda item and further consideration until the May 2026 board meeting.

G. Discussion of the annual ATLAS Trustee Day on May 16, 2026

Jim stated that he will attend. Dorothy asked everyone else to let her know if they plan on attending by May 10.

4. Old Business-None

5. Correspondence-None

6. Open Forum-

Dorothy shared about the car accident that occurred in the upper-level parking lot on March 31. She shared that she has a State Farm Claim number and plans to replace the book drop.

Mary asked how Sean Casten's meeting at the library went. Dorothy shared some general highlights from the meeting.

Dorothy shared that the Summer Reading Kick-off is on Saturday, June 6.

7. Executive Session – None

**Old Business**

**Correspondence**

**Open Forum**

**Executive Session**

**Adjournment**

8. Adjournment

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

Voice Vote:

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

Nays: None

Motion carried

Meeting adjourned at 8:15 p.m.

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James J. Richmond, Secretary

Dated: \_\_\_\_\_  
\_\_\_\_\_, 2026