

Minutes of the Meeting of the Board of Trustees of the Acorn Public Library
Library Meeting Room, Zoom Video Conferencing
May 13, 2026
Prepared by Dorothy Koll, Library Director

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

- A. Those present in person were Jim Richmond, Secretary, Jackie Muscarella, Treasurer, Barb Rhodes, Kim Lavin, Brad Duff-Hudkins, Trustees. Also present was Dorothy Koll, Director.

Jim Richmond made a motion and Barb Rhodes seconded to appoint Brad Duff-Hudkins as acting president.

Voice Vote:

Ayes: Brad Duff-Hudkins, Jim Richmond, Kim Lavin, Barb Rhodes, Jackie Muscarella

Nays: None

Motion carried

- B. Quorum determined
- C. Recognition of visitors at meeting –Caroline Lily, Mike Visser
- D. Approval of agenda.

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

Voice Vote:

Ayes: Brad Duff-Hudkins, Jim Richmond, Kim Lavin, Barb Rhodes, Jackie Muscarella

Nays: None

Motion carried

- E. Public Comments-
 - i. Caroline Lily shared that her last day was the previous day, as she resigned due to an inability to work Sunday hours and because her other job offered more hours. She expressed frustration that employee ideas are often dismissed and felt the library is not as responsive as it should be. She also shared concerns about limited programming and outreach for teens and middle schoolers, and felt that her safety recommendations should have been implemented more quickly. Additionally, she believed staff should have been more involved in the implementation of Sunday hours.

2. Consent Agenda

- A. Approval of April 8, 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

**Call to Order
Roll Call**

Consent Agenda

New Business

Kim Lavin made a motion and Barb Rhodes seconded to approve the Consent Agenda.

Voice Vote:

Ayes: Brad Duff-Hudkins, Jim Richmond, Kim Lavin, Barb Rhodes, Jackie Muscarella

Nays: None

Motion carried

3. New Business

A. Discussion and review of Administration Policies: Interlibrary Loan, Confidentiality, Reference, and Youth Services

The board reviewed the following Administration Policies: Interlibrary Loan, Confidentiality, Reference, and Youth Services.

B. Discussion and Consideration of FY27 Working Budget

Jim Richmond made a motion and Kim Lavin seconded to approve the FY27 Working Budget.

Voice Vote:

Ayes: Brad Duff-Hudkins, Jim Richmond, Kim Lavin, Barb Rhodes, Jackie Muscarella

Nays: None

Motion carried

C. Discussion and Consideration of FY27 Employee Pay Scale

Jim Richmond made a motion and Jackie Muscarella seconded to approve the FY27 employee pay scale.

Voice Vote:

Ayes: Brad Duff-Hudkins, Jim Richmond, Kim Lavin, Barb Rhodes, Jackie Muscarella

Nays: None

Motion carried

D. Discussion and Consideration of Resolution 290, adding policy 5.13.14, Artificial Intelligence

Jim Richmond made a motion and Barb Rhodes seconded to adopt Resolution 290.

Voice Vote:

Ayes: Brad Duff-Hudkins, Jim Richmond, Kim Lavin, Barb Rhodes, Jackie Muscarella

Nays: None

Motion carried

E. Discussion and Consideration of using ACH to pay more of the library's recurring bills

The board discussed implementing ACH payments for regularly occurring bills to help prevent mail fraud.

Kim Lavin made a motion and Jackie Muscarella seconded to have the library proceed with ACH payments.

Voice Vote:

Ayes: Brad Duff-Hudkins, Jim Richmond, Kim Lavin, Barb Rhodes, Jackie Muscarella

Nays: None

Motion carried

F. Discussion of Annual City of Oak Forest Memorial Day Ceremony

Jackie Muscarella and Barb Rhodes stated that they will attend.

G. Discussion of Summer Reading Large Events

Dorothy shared the kick-off party is June 6 and that there are several large, crowd-drawing, events planned this summer.

4. Old Business

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

Kim Lavin made a motion and Jackie Muscarella seconded to approve the changes in the library's hours of operations in September 2026.

Voice Vote:

Ayes: Brad Duff-Hudkins, Jim Richmond, Kim Lavin, Barb Rhodes, Jackie Muscarella

Nays: None

Motion carried

5. Correspondence-None

6. Open Forum-

Dorothy shared the delay in the HVAC project. She assured the board that she would pass along news as she received it.

7. Executive Session- Personnel - exception 5 ILCS 120/2(c)(1)

Jim Richmond made a motion and Kim Lavin seconded to go into executive session at 7:32 p.m.

Voice Vote:

Ayes: Brad Duff-Hudkins, Jim Richmond, Kim Lavin, Barb Rhodes, Jackie Muscarella

Nays: None

Motion carried

Jim Richmond made a motion, seconded by Barb Rhodes to exit executive session and resume the regularly scheduled meeting at 7:58 p.m.

Voice Vote:

Ayes: Brad Duff-Hudkins, Jim Richmond, Kim Lavin, Barb Rhodes, Jackie Muscarella

Old Business

Correspondence

Open Forum

Executive Session

Adjournment

Nays: None
Motion carried

Jim Richmond made a motion and Barb Rhodes seconded to agree to the salary adjustment of 4% for the director as discussed in the executive session.

Voice Vote:
Ayes: Brad Duff-Hudkins, Jim Richmond, Kim Lavin, Barb Rhodes, Jackie Muscarella
Nays: None
Motion carried

8. Adjournment

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

Voice Vote:
Ayes: Brad Duff-Hudkins, Jim Richmond, Kim Lavin, Barb Rhodes, Jackie Muscarella
Nays: None
Motion carried

Meeting adjourned at 8:23 p.m.

James J. Richmond, Secretary

Dated: _____
_____, 2026