

Minutes of the Meeting of the Board of Trustees of the Acorn Public Library  
Library Meeting Room, Zoom Video Conferencing  
August 12, 2026  
Prepared by Dorothy Koll, Library Director

1. The meeting was called to order at 7:03 p.m.

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

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

Voice Vote:

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

Nays: None

Motion carried

E. Public Comments-None

2. Consent Agenda

- A. Approval of July 08, 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

**Consent Agenda**

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

Voice Vote:

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

Nays: None

Motion carried

**New Business**

3. New Business

- A. Discussion and review of Administration Policies: Facilities: Study Rooms, Emergency Closings, Parking, Safety, Security, Alcohol, and Surplus Property

The board reviewed the scheduled administration policies.

B. Discussion of the Draft Budget and Appropriation Ordinance

The board reviewed the draft of the Budget and Appropriation Ordinance.

C. Discussion of the Annual Community Expo on October 17, 2026

Dorothy shared that the Annual Community Expo will be Saturday, October 17 from 9:00 AM to 12:00 PM.

D. Discussion of the HVAC Replacement Project

Dorothy shared that the HVAC construction project finally began on August 3, 2026. She also reported that the library's air conditioning was disconnected on August 10. Depending on the weather, there may be days when the library will need to close.

E. Discussion of FY27 Illinois Per Capita Grant Requirements

The board reviewed the following Illinois State Library Standards: Building and Grounds, Access, and Advocacy, and Community Engagement.

4. Old Business

**Old Business**

A. Update on Audit of Secretary's Records

The Secretary Audit was completed by Kim Lavin and Mary Walter on July 08, 2026.

5. Correspondence-None

**Correspondence**

6. Open Forum-

**Open Forum**

Dorothy shared that she attended a TIF meeting at the City on July 29. She also hosted a community engagement meeting on July 15. Additionally, Dorothy reported that she has asked Studio GC to prepare the bid documents for the Security Grant project.

7. Executive Session-None

**Executive Session**

8. Adjournment

**Adjournment**

Mary Walter made a motion and Kim Lavin seconded to adjourn the meeting.

Voice Vote:

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

Nays: None

Motion carried

Meeting adjourned at 7:25 p.m.

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James J. Richmond, Secretary

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

August 08, 2026