

Minutes of the Meeting of the Board
Of Trustees of the Acorn Public Library
Library Conference Room
February 13, 2019

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

- A. Those present were Brad Duff-Hudkins, President; James J. Richmond, Secretary; Ann Harsy, Treasurer; Kimberly Duffy, Jackie Muscarella and Barbara Rhodes, Trustees. Also present were Zach Musil, Director; Nancy Agler, Secretary to the Board.
- B. Quorum determined
- C. Recognition of visitors at meeting – Donna Dukes, Adult Services Manager
- D. Approval of Agenda and request changes to Agenda

Call to Order

Roll Call

Jim Richmond made a motion and Kimberly Duffy seconded to approve the agenda.

Vote:

Ayes: Brad Duff-Hudkins, James J. Richmond, Ann Harsy, Kimberly Duffy, Jackie Muscarella and Barbara Rhodes

Nays: None

Absent: Mary Walter

Motion carried

- E. Public comments - None

2. Consent Agenda

- A. Approval of January 9, 2019, Regular Board Meeting Minutes
- B. Approval of January 24, 2019, Special Board Meeting Minutes
- C. Treasurer's report
- D. Approval of bills
- E. General Fund Income and Disbursement report
- F. Monthly staff reports
- G. Committee reports

Consent Agenda

Ann Harsy made a motion and Jackie Muscarella seconded to approve the Consent Agenda.

Roll Call Vote:

Ayes: Brad Duff-Hudkins, James J. Richmond, Ann Harsy, Kimberly Duffy, Jackie Muscarella and Barbara Rhodes

Nays: None

Absent: Mary Walter

Motion carried

New Business

3. New Business

- A. Discussion and Consideration regarding selecting an auditor

Selecting an auditor

Note: Mary Walter arrived at 7:10 p.m.

Zach stated he is comparing several auditing firms costs and proposals. He has received one from Hearne & Associates.

B. Discussion of Density Mapping Data

Density mapping data

This procedure can help inform decisions regarding layout, marketing, customer service, patron convenience, service touchpoints and staffing needs. This proposal can lead to changes in staffing/scheduling.

C. Discussion of Newsletter for FY20

Newsletter for FY20

Zach discussed the recon work he has done regarding other libraries' newsletter practices. Nearly all libraries he investigated, have colorful, bimonthly newsletters that appear to contain nearly all upcoming programs for the next two months. Having a program guide would have all programs available in one guide instead of having separate printouts for each program.

D. Discussion of Paying Bonds

Paying Bonds

There was discussion of paying off half of the bonds at the ten-year point. As of December 2020, the balance will be \$450,000. If \$225,000 is paid from CD, that leaves a balance of \$225,000. This will save approximately \$30,000 to \$35,000 in interest payments.

4. Old Business

Old Business

A. Discussion of participating in Oak Forest's Tenth Annual Fleadh – Saturday, March 2, 2019

March 2 Annual Fleadh

Zach stated that there are five staff members volunteering and four Board members volunteering to participate. The parade will leave at 159th and Cicero at 11AM. Zach asked Nancy to inquire of Friends to see if any would like to participate.

5. Correspondence - None

Correspondence

6. Open Forum

Open Forum

Brad stated that the Board will set up meetings to interview Director applications.

Zach stated that a second sewer pump at the cost of \$6,000 will be purchased through the maker.

7. Executive Session – None

Executive Session

8. Adjournment

Adjournment

Jackie Muscarella made a motion, seconded by Barbara Rhodes to adjourn the meeting.

Roll Call Vote:

Ayes: Brad Duff-Hudkins, James J. Richmond, Ann Harsy, Kimberly Duffy, Jackie Muscarella, Barbara Rhodes and Mary Walter

Nays: None

Absent: None

Motion carried.

Meeting adjourned at 8:11 p.m.

James J. Richmond, Secretary

Dated: _____, 2019