

Minutes of the Special Meeting of the Board  
of Trustees of the Acorn Public Library  
Library Conference Room  
January 24, 2019

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

- A. Those present were Bradley Duff-Hudkins, President; James J. Richmond, Secretary; Kimberly Duffy, Jackie Muscarella, and Barbara Rhodes, Trustees. Also present was Zach Musil, Director. Absent were Ann Harsy, Treasurer, and Mary Walter, Trustee.
- B. Quorum determined.
- C. No visitors attended.
- D. Approval of agenda.

**Call to Order**

**Roll Call**

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

Roll Call Vote:

Ayes: Brad Duff-Hudkins, Jim Richmond, Kim Duffy, Jackie Muscarella, and Barb Rhodes.

Nays: None

Absent: Ann Harsy and Mary Walter.

Motion carried

- E. Public comments – None.

2. New Business

**New Business**

- A. Director Zach Musil has provided his letter of resignation, effective the close of business on March 1, 2019. Brad led the discussion about the Library Director’s position description for the upcoming vacancy and job posting. The Board commented that a few updates should be made to the position description, and the suggestions were noted. The job announcement was reviewed and a deadline of March 1st would be used. The Board then turned its discussion toward the consideration of an Interim Library Director.

**Library  
Director  
Position**

Jim Richmond made a motion and Jackie Muscarella seconded to approve the changes to the Library Director’s position description.

Roll Call Vote:

Ayes: Brad Duff-Hudkins, Jim Richmond, Kim Duffy, Jackie Muscarella, and Barb Rhodes.

Nays: None

Absent: Ann Harsy and Mary Walter.

Motion carried

3. Executive Session (Personnel) – None.

**Executive  
Session**

4. Interim Library Director

**Interim  
Library  
Director**

Zach Musil excused himself from the meeting at 7:40p.m. The Board then invited Donna Dukes to come into the meeting at 7:41p.m. to discuss her interest as an Interim Library Director. Donna provided her background, work experience, and current responsibilities at the library. After several questions, Donna left the meeting at 7:54p.m.

Jim Richmond made a motion and Kim Duffy seconded to appoint Donna Dukes as Interim Library Director based upon the terms discussed.

Roll Call Vote:

Ayes: Brad Duff-Hudkins, Jim Richmond, Kim Duffy, Jackie Muscarella, and Barb Rhodes.

Nays: None

Absent: Ann Harsy and Mary Walter.

Motion carried

The Board had Donna Dukes return to the meeting to inform her of the Board's decision.

5. Adjournment

**Adjournment**

Kim Duffy made a motion and Barb Rhodes seconded to adjourn the meeting.

Roll Call Vote:

Ayes: Brad Duff-Hudkins, Jim Richmond, Kim Duffy, Jackie Muscarella, and Barb Rhodes.

Nays: None

Absent: Ann Harsy and Mary Walter.

Motion carried

Meeting adjourned at 8:06p.m.

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James J. Richmond, Secretary

Dated: \_\_\_\_\_, 2019