

Minutes of the Meeting of the Board
Of Trustees of the Acorn Public Library
Library Conference Room
October 12, 2017

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

- A. Those present were Brad Duff-Hudkins, President; James J. Richmond, Secretary; Ann Harsy, Treasurer; Kim 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 to meeting - None
- D. Approval of Agenda and request changes to Agenda

Call to Order

Roll Call

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

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

Nays: None

Absent: Mary Walter

Motion carried

- E. Public comments - None

2. Consent Agenda

- A. Approval of September 13, 2017, Public Hearing Minutes
- B. Approval of September 13, 2017, 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

Zach updated the board on the recent check fraudulently altered and cashed by a John Heeger of Alabama. This was a check payable to Heritage Technology Solutions. MB Financial has paid \$8,335 back to the Acorn Library.

Note: Mary Walter arrived at 7:04 p.m.

Jim Richmond made a motion and Mary Walter seconded to approve the Consent Agenda.

Roll Call Vote:

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

Nays: None

Motion carried

3. New Business

- A. Approval for the registration cost for the 2017 Illinois Library Association Conference in Tinley Park on October 12 for Trustee Day for a library board trustee in the amount of \$150

New Business

**ILA Conference
on October 12**

Kim Duffy made a motion and Jackie Muscarella seconded to approve the payment of \$150 for one board trustee to attend the Illinois Library Association conference on October 12.

Roll Call Vote:

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

Nays: None

Motion carried

B. Discussion of 2017 Levy Ordinance No. 17-04 and determination of levy amount

Levy Ordinance No. 17-04

There was a short discussion among the board.

C. Discussion and Consideration of Open Enrollment Benefits Package for 2018

Benefits Package for 2018

Zach stated that the rates are not going to increase. The Library staff has a \$2,700 deductible. In the past, the Library has paid \$500 to employees twice a year. Zach explained that some employees put off having health care until they have the second \$500 payment. It was decided to pay the \$1,000 at one time.

Kim Duffy made a motion and Barbara Rhodes seconded to approve the new HSA contribution schedule of \$1,000 to a single lump sum starting on January 1, 2018.

Vote:

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

Nays: None

Motion carried

Mary Walter made a motion and Barbara Rhodes seconded to approve adding the low and high deductible PPO plans as upgraded options to the HSA coverage for open enrollment in 2018.

Vote:

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

Nays: None

Motion carried

4. Old Business

Old Business

A. Discussion of FY18 Illinois Per Capita Grant Requirements

FY18 Illinois Per Capita Grant Requirements

Zach reported that Acorn Library has not received the \$28,000 from the State of Illinois. He has made the *Trustee Facts File fourth Edition* available to the board for their review. Zach also recommended the *Library Safety and Security Discussion* available on YouTube for the continuing education component.

B. Update on Strategic Planning

Strategic Planning Update

Zach reported ways to send out the survey. Also, he and board discussed the working of the survey. The Library has signed a contract with Management Association to facilitate our community survey.

C. Update on 50th Anniversary Planning

50th Anniversary planning

Zach will be meeting with staff to decide on projects they will offer throughout the year .

5. Correspondence - None

Correspondence

6. Open Forum

Open Forum

Zach noted that an invitation was received from the City of Oak Forest for a Christmas party at Gaelic Park on December 1, 2017. The board will provide the center pieces for the tables with a budget of \$375.

The Community Expo is Saturday, October 14, from 9AM to 1PM. Brad, Kim and Jim volunteered to attend.

Mary spoke very highly of the Trustee Day meeting she attended.

Nancy commented that the National Friends of the Library is October 15-21. The Friends will have refreshments on Tuesday and face painting in the evening. They will have Friends' volunteers each day to sign up new members and sell baskets.

7. Executive Session – None

Executive Session

8. Adjournment

Adjournment

Mary Walter made a motion, seconded by Jackie Muscarella 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

Motion carried.

Meeting adjourned at 8:57 p.m.

James J. Richmond, Secretary

Dated: _____, 2017