

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

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

- A. Those present were Brad Duff-Hudkins, President; James J. Richmond, Secretary; Ann Harsy, Treasurer; Kimberly Duffy and Mary Walter, Trustees. Also present were Zach Musil, Director; Nancy Agler, Secretary to the Board and Barbara Rhodes, newly appointed Trustee.
- B. Quorum determined
- C. Approval of June 14, 2017, Board Meeting Minutes

Call to Order

Roll Call

Jim Richmond made a motion and Kim Duffy seconded to move 2(a) Approval of June 14, 2017, Board Meeting Minutes to 1(c).

Jim Richmond made a motion and Kim Duffy seconded to amend June 14 minutes under Item 7, Executive Session. After board came out of Executive Session, Jackie Muscarella made a motion and Kim Duffy seconded to appoint Barbara Rhodes as Trustee.

Vote:

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

Nays: None

Absent: Jackie Muscarella

Motion carried

- D. Oath of Office for newly appointed Trustee – Barbara Rhodes
- E. Visitors present - None
- F. Approval of and request changes to agenda

Jim Richmond made a motion and Mary Walter seconded to approve the amended agenda.

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

Nays: None

Absent: Jackie Muscarella

Motion carried

- G. Public comments - None

Consent Agenda

2. Consent Agenda

- A. Approval of June 14, 2017, Executive Session Meeting Minutes
- B. Treasurer's report
- C. Approval of bills
- D. General Fund Income and Disbursement report
- E. Monthly staff reports
- F. Committee reports

Ann Harsy commented about the Directors Report being very well presented.
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, Kimberly Duffy, Barbara Rhodes and Mary Walter

Nays: None

Absent: Jackie Muscarella

Motion carried

3. New Business

A. Discussion and Consideration of Redesignating FY18 Special Projects

Because the Board rejected all bids for the Pergola Project, Zach suggested that the Board consider Redesignating a portion of the special project dollars reserved for landscaping the south side lot to capital needs and technology-related special projects.

Kim Duffy made a motion, seconded by Mary Walter to redesignate dollars from the landscaping project to projects listed in the Director's Report.

Vote:

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

Nays: None

Absent: Jackie Muscarella

Motion carried

B. Consideration of closing the Library for a staff In-Service day on Friday, August 11, 2017

Zach explained that the staff will attend SWAN's second annual SWANstravaganza, which will be held at Moraine Valley Community College.

Kim Duffy made a motion, seconded by Jim Richmond to close the Library on August 11, for a staff in-service day.

Vote:

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

Nays: None

Absent: Jackie Muscarella

Motion carried

C. Authorize the posting and publication of Public Notice of the Tentative Budget and Appropriation Ordinance

Jim Richmond made a motion, seconded by Mary Walter to authorize the posting and publication of Public Notice of the Tentative Budget and Appropriation Ordinance.

Roll Call Vote:

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

Nays: None

Absent: Jackie Muscarella

Motion carried

D. Authorize the payment of Obligations incurred in the prior Fiscal Year

New Business

**FY18 Special
Projects Update**

**In-Service Day,
August 11, 2017**

**Public Notice of
Tentative Budget
& Appropriation
Ordinance**

**Payment of
Obligations in
prior Fiscal Year**

Ann Harsy made a motion, seconded by Jim Richmond to authorize payment of Obligations Incurred in the prior fiscal year.

Roll Call Vote:

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

Nays: None

Absent: Jackie Muscarella

Motion carried

E. Appoint two Trustees to audit Secretary's records

**Audit
Secretary's
Records**

The President appointed Mary Walter and Jackie Muscarella.

F. Authorize the Library's Annual Audit

**Authorize
Annual Audit**

Jim Richmond made a motion, seconded by Kim Duffy to authorize the Library's annual audit.

Vote:

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

Nays: None

Absent: Jackie Muscarella

Motion carried

G. Direct that the Annual Report be filed with the Illinois State Librarian

**Annual Report
be files**

The President so directed.

H. Enact Ordinance No. 17-02 for additional .02% Tax Levy for the Building Fund

**Ord. No. 17-02,
Additional .02%
Tax Levy**

Kim Duffy made a motion, seconded by Jim Richmond to enact Ordinance No. 17-02 for additional .02% Tax Levy for the Building Fund

Vote:

Ayes: James J. Richmond, Ann Harsy, Kimberly Duffy, Barbara Rhodes and Mary Walter

Nays: Brad Duff-Hudkins

Absent: Jackie Muscarella

Motion carried

Old Business

4. Old Business - None

5. Correspondence - None

Correspondence

6. Open Forum

Open Forum

Zach discussed the roof repairs and the exterior brick masonry repair issues provided by Chicago Project Management, Inc. Zach also discussed Strategic Planning and proceeding with a community survey as well as community library surveys suggested by Management Associates.

Zach stated that the Acorn Library's 50th anniversary (March 1, 1968) will be celebrated soon. He's contacted a few people attempting to get others involved in the celebration.

Nancy advised the board that there will be a Friends Full Membership meeting on Tuesday, August 8.

**Executive
Session**

7. Executive Session - None

8. Adjournment

Adjournment

Barbara Rhodes made a motion, seconded by Mary Walter to adjourn the meeting.

Roll Call Vote:

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

Nays: None

Absent: Jackie Muscarella

Motion carried.

Meeting adjourned at 8:10 p.m.

James J. Richmond, Secretary

Dated: _____, 2017