



## **Three Rivers Public Library District Channahon & Minooka IL Board Meeting Minutes April 13, 2011**

Call to order: The meeting was called to order at 6:00 P.M. by President Satorius and a quorum was established. Trustees present were: Chesson, Ferguson, L. Hoffman, M. Hoffman, Kimble, Riddle and Satorius. Also present was Executive Director Soucie, Assistant Director Offerman and Recording Secretary Esposito.

Public Comments: None

Review and Approval of minutes: The minutes were approved as amended.

Treasurer's Report: Trustee Ferguson reviewed the financial reports with the Board. Director Soucie pointed out that all "Land" items are now combined into one line item under the fixed assets portion of the balance sheet. Trustee Ferguson moved, seconded by Trustee Chesson, to approve the March operating expenses in the amount of \$55,082.53. Ayes: Chesson, Ferguson, L. Hoffman, M. Hoffman, Kimble, Riddle and Satorius.

Staff Reports: Executive Director Soucie and Assistant Director Offerman submitted written reports and presented oral reports. Director Soucie reported that Youth Services Manager Julie Courter will be leaving the library in August. The search for a replacement will begin shortly in order to provide ample time for training. The National Library Week activities have been going well. Minor changes are being made to the Kendall power agreement, once changes have been made, signatures will then be obtained. The administration of proctoring exams has become more frequent; therefore, procedures will be developed which will include charging fees for faxing. The Board was made aware of a patron who was upset about the tree removal at Minooka. The Board agreed that since the tree was causing a safety issue, it had to be removed. Director Soucie requested approval from the Board to attend a job evaluation seminar which was approved. The new website was presented to the Board and will be in operation soon. Assistant Director Offerman discussed the new shelving being installed at Minooka. She also met with Channahon/Minooka Patch regarding running stories about the library and we will now be submitting stories monthly. Trustee Kimble requested more information on the impact of 19 libraries withdrawing from PrairieCat. Fees may increase slightly; the biggest impact will be that materials are no longer readily available. However, we should be able to receive them through other Illinois libraries or OCLC.

Committee Reports: There was no meeting in April. Director Soucie requested cancelling the furnace contract due to costs. The Board agreed to cancel the contract and have the library's maintenance person clean the units and change the filters. The next Building and Grounds meeting will be May 11<sup>th</sup> at Minooka with the walk around following at 5:30.

Old and New Business –

- a. Sewer Project – Dan Development presented a counteroffer that, in exchange for the land, the library will pay the reconnect and recapture fee. Director Soucie will check with the attorney to make sure it is stated in the contract that we will receive all future recapture fees. Trustee Kimble moved, seconded by L. Hoffman to accept the verbal offer from Dan Development that the library will pay the costs for installing the sewer, as well as the reconnect and recapture fees for both entities and the library will receive all future recapture fees. Ayes: Chesson, Ferguson, L. Hoffman, M. Hoffman, Kimble, Riddle and Satorius.
- b. Parking Lot Expansion – The Board reviewed the three parking lot plans from Geotech. The bids should contain figures showing costs for both concrete and blacktop. Trustee Chesson requested red zone parking on the library side of the street which Director Soucie will investigate. Trustee Ferguson, seconded by Trustee L. Hoffman moved to accept sketch plan #1 presented by Geotech for the parking lot. Ayes: Chesson, Ferguson, L. Hoffman, M. Hoffman, Kimble, Riddle and Satorius.
- c. Community Festivals – The Board would like to sponsor a specific event for the festivals rather than a flat donation. Director Soucie will report in May about the option to sponsor a specific event.
- d. Policies: Trustee Chesson moved, seconded by Trustee Riddle to adopt the InterLibrary Loan and Gifts to the Library policies effective 4/13/11. Ayes: Chesson, Ferguson, L. Hoffman, M. Hoffman, Kimble, Riddle and Satorius. Identity Protection, Operating and Staff Equipment Use policies were presented for a 1<sup>st</sup> reading.
- e. Board Communication – The Board discussed the possibility of receiving board packets electronically and obtaining e-mail addresses for Trustees. The Trustees agreed that paper copies are the preferred method and that any Trustee who would like a library e-mail address can request one through Director Soucie.
- f. Library Logos – The Board reviewed the 5 logo submissions by the staff. The Board requested making minor changes to a few of the logos to be presented again at the May meeting.

Adjournment: Trustee L. Hoffman moved, seconded by Trustee M. Hoffman to adjourn at 7:33 p.m. In honor of National Library Week, Trustee L. Hoffman encouraged everyone to check out a book and also congratulated Trustees Satorius and Ferguson on their reelection to the Library Board. Motion carried by voice vote with 7 ayes.

Respectfully submitted,

Ivan Kimble, Secretary  
Board of Library Trustees  
Three Rivers Public Library District