



Three Rivers Public Library District Channahon & Minooka IL Board Meeting Minutes August 10, 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, Kimble, Riddle and Satorius. Absent: L. Hoffman and M. Hoffman. Also present: Executive Director Soucie, Assistant Director Offerman and Recording Secretary Esposito.

Public Comments: None

Review and Approval of minutes: The regular meeting minutes were approved as presented. The minutes from the Special Meeting on July 25th were approved as amended.

Treasurer's Report: Trustee Ferguson reviewed the June and July financial reports. Director Soucie reported on the transfer of two CDs to Chase Bank. Trustee Ferguson moved, seconded by Chesson, to pay the July operating expenses in the amount of \$50,082.40. Ayes: Chesson, Ferguson, Kimble, Riddle and Satorius. Absent: L. Hoffman and M. Hoffman.

Staff Reports: Executive Director Soucie and Assistant Director Offerman submitted written reports and presented oral reports. Director Soucie reported on staffing changes, fall programs and credit card services. Assistant Director Offerman discussed the conference she attended along with Adult Services Manager Robertson; Minooka National Night Out and the need to purchase additional devices for staff training including a Kindle, iPads and Nooks.

Committee Reports: None

Old and New Business –

- a. Sewer Project – Director Soucie is awaiting the contract from our attorney. Director Soucie informed the Board that we will only receive recapture fees from other commercial properties. Trustee Satorius requested that Director Soucie find out if we need to go to the end of our property with the sewer since we will not benefit from it.
- b. Parking Lot Project – There are still a few concerns from neighbors. The Board discussed possible proposals for asphalt, concrete, excavation and landscaping.. Trustee Ferguson moved, seconded by Riddle to approve the landscaping bid from Economy for an amount not to exceed \$17,000. Ayes: Chesson, Ferguson, Riddle and Satorius. Nays: Kimble. Absent: L. Hoffman and M. Hoffman.
- c. Policies – An amended Operating Policy was presented for a first reading. The Board directed Soucie to obtain input regarding library hours from patrons through the use of a survey. Trustee Riddle moved, seconded by

- Chesson to adopt the Investment of Public Funds Policy as presented. Ayes: Chesson, Ferguson, Kimble, Riddle and Satorius. Absent: L. Hoffman and M. Hoffman. Trustee Kimble moved, seconded by Ferguson to adopt the Reference Services Policy as presented. Ayes: Chesson, Ferguson, Kimble, Riddle and Satorius. Absent: L. Hoffman and M. Hoffman.
- d. Conference Request – Trustee Chesson moved, seconded by Riddle to approve Michele Houchens attendance at the Genealogy conference from September 6 – 10 for an amount not to exceed \$1,390. Ayes: Chesson, Ferguson, Kimble, Riddle and Satorius. Absent: L. Hoffman and M. Hoffman.
 - e. Per Capita Grant Requirements – The Board reviewed the requirement for the Per Capita Grant. Director Soucie will assemble an orientation program for new board members based on input from Trustees Riddle, M. Hoffman and Chesson.
 - f. ILA Conference – Trustee Kimble moved, seconded by Chesson to pay for those Trustees who wish to attend the Trustee Day on October 20, 2011 in Rosemont. Ayes: Chesson, Ferguson, Kimble, Riddle and Satorius. Absent: L. Hoffman and M. Hoffman.
 - g. March 2012 Board Meeting – The date of the March Board Meeting will need to be changed. A new date will be determined in January.
 - h. Job Description: Youth Services Clerk – Trustee Ferguson moved, seconded by Chesson to approve the Youth Services Clerk job description as amended. Ayes: Chesson, Ferguson, Kimble, Riddle and Satorius. Absent: L. Hoffman and M. Hoffman.
 - i. Director Relations Committee – This committee will meet on September 14th at 5:00 p.m. to discuss evaluation forms for the director. Trustee Chesson suggested a workshop for the Board to discuss future goals for the library. The Trustees will check their calendars for possible dates to meet on a Saturday in either September or October. The workshop will include goals and direction for the board. Trustee Riddle suggested Trustees visit other libraries for ideas prior to the workshop.

Adjournment: Trustee Kimble moved, seconded by Chesson to adjourn the meeting at 7:35, reminding everyone that on 8/8/88 the lights went on at Wrigley Field. Motion carried by voice vote with 5 ayes.

Respectfully submitted,

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