



**Three Rivers Public Library District  
Channahon & Minooka IL  
Board Meeting Minutes July 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 presented.

Treasurer's Report: The June financial reports were not included due to the audit. Trustee Ferguson moved, seconded by Trustee M. Hoffman, to pay the June operating expenses in the amount of \$74,709.75. 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 interviews for the Youth Services Manager were conducted and Sarah Okner was offer and accepted the position. Director Soucie requested a new Youth Services Clerk position to replace a current Circulation Clerk position. This new position will require 18 hours per week and report to the Youth Services Manager. The employee in the current Circulation Clerk position has given notice that she is leaving the library. Director Soucie will present a job description to the board at the next meeting. Director Soucie informed the board that she will be on vacation August 3 – 5 and August 16 – 23 and the audit will be conducted on August 27<sup>th</sup> and 29<sup>th</sup>. Assistant Director Offerman discussed the partnership with the village and Citizen's Bank and the Bingo night that is planned for September 9<sup>th</sup>. She also reported on the fire alarm that was set off in Minooka. There is an ordinance about the alarm going off frequently, however, Assistant Director Offerman followed through with the alarm company and it is not a concern. The library will be sponsoring Three Rivers Festival with the World of Reptiles.

Committee Reports: The Building and Grounds committee agreed to have Economy plant flowers in the fall.

Old and New Business –

- a. Sewer Project – Director Soucie is working on the contract and has received a quote from Geotech.
- b. Parking Lot Project – Chris from Geotech was in attendance to present information on the project. The neighborhood meeting was held and concerns from the neighbors were expressed about parking on the street.

- The village may be ok with making one side of the street no parking. President Satorius stated that we should attempt to keep our neighbors happy. One neighbor is concerned about disturbing headlights, however, once the berm is in, and the neighbor then decides they want a fence, we would be willing to discuss what type of fence and install it. A lighting plan will need to be developed and various lighting options were discussed by the board. Chris reminded the board that there are grants that we can apply for which are available through ComEd and the Department of Energy for the use of LED lights. Director Soucie informed the board that she spoke to the County Assessor regarding combining the lots. This is something that is encouraged by the county, however, they would like to wait until all the lots are obtained. Trustee Ferguson moved, seconded by Chesson to approve the landscape plan. Ayes: Chesson, Ferguson, L. Hoffman, M. Hoffman, Kimble, Riddle and Satorius.
- c. Policies – Trustee L. Hoffman moved, seconded by M. Hoffman to approve the personnel policy. Ayes: Chesson, Ferguson, L. Hoffman, M. Hoffman, Kimble, Riddle and Satorius.
  - d. Working Budget – Director Soucie reviewed the changes made to the Working Budget. Trustee Ferguson moved, seconded by Riddle to approve the working budget, draft 2. Ayes: Chesson, Ferguson, L. Hoffman, M. Hoffman, Kimble, Riddle and Satorius.
  - e. Ordinance 2011-3 Tentative B&A – The tentative B&A was presented to the board.
  - f. Tax Abatement – Trustee Chesson moved, seconded by L. Hoffman to approve the tax abatement from Kendall County. Ayes: Chesson, Ferguson, L. Hoffman, M. Hoffman, Riddle and Satorius. Nays: Kimble.
  - g. Executive Session – Trustee Ferguson moved, seconded by Chesson to go into Executive Session at 6:53 p.m. for the discussion of minutes legally closed under the Open Meetings Act, for approval and semi-annual review of closed minutes per ILCS 120/2c(21). Ayes: Chesson, Ferguson, L. Hoffman, M. Hoffman, Kimble, Riddle and Satorius. Trustee L. Hoffman moved, seconded by Chesson, to go out of Executive Session at 7:02 P.M. and return to open session. Ayes: Chesson, Ferguson, L. Hoffman, M. Hoffman, Kimble, Riddle and Satorius. Trustee Kimble moved, seconded by Ferguson, to seal the closed session minutes from 10/13/10. Ayes: Chesson, Ferguson, L. Hoffman, M. Hoffman, Kimble, Riddle and Satorius. Trustee Kimble moved, seconded by L. Hoffman to open the closed session minutes from 8/11/10 and 6/8/11. Ayes: L. Hoffman, M. Hoffman, Kimble and Satorius. Nays: Chesson, Ferguson and Riddle. Trustee Riddle moved, seconded by M. Hoffman to destroy the tapes from 2/11/09, 4/8/09(1), 4/8/09(2) and 5/13/09. Ayes: Chesson, Ferguson, L. Hoffman, M. Hoffman, Kimble, Riddle and Satorius.

Adjournment: Director Soucie will follow up on the safe deposit key and provide the board with sample evaluation forms for Directors. Trustee L. Hoffman moved, seconded by M. Hoffman to adjourn at 7:35 p.m. wishing everyone a

Happy Bastille Day on July 14<sup>th</sup> and Three Rivers and Minooka festivals. Motion carried by voice vote with 7 ayes.

Respectfully submitted,

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