



Three Rivers Public Library District Channahon & Minooka IL Board Meeting Minutes June 8, 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: Minooka Mayor Pat Brennan presented the Library with a check for \$2,088 for FY11 fees. He also thanked the library for services provided for the community.

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

Treasurer's Report: Trustee Ferguson reviewed the May financial reports with the Board. Trustee Ferguson moved, seconded by Trustee Riddle, to pay the May operating expenses in the amount of \$44,047.18. 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 some neighbors have expressed concerns about the parking lot expansion. A neighborhood meeting will be held on June 21st at 5:30 to address any concerns. This meeting will be a posted meeting notice since more than 3 trustees will be in attendance. Director Soucie informed the Board that today a patron accidentally hit one of the Channahon Library's light post. The post has been removed and an electrician has been contacted to disable the electrical. The electrical bill will be submitted to the patron's insurance company. At this time, the money to replace the light post will not be requested; however, we will reserve the right to collect payment for a replacement light post if the parking lot expansion does not take place. Director Soucie has requested a bid from GeoTech for the engineering of the sewer project which should be received by the end of the week. If the project is under \$25,000, the formal bidding process is not required. Director Soucie informed the Board that the White Sox Bus Trip is now full, a business grant has been applied for, the meeting with the villages has been postponed and the Youth Services position has been posted and about 15 applications have been received so far. Trustee Chesson asked if installing self checkout machines would alleviate the need for more staff. Director Soucie confirmed it would help with staffing and will working on getting quotes for the self checkout as soon as possible. Director Soucie also discussed other ways to distribute the newsletter due to costs which may include in-house printouts, website and/or via e-mail to patrons. Assistant Director Offerman informed the Board that the book club attendance with the Park District has doubled and that

she is working with Patch to gain more front page exposure on their on-line newsletter.

Committee Reports: The Building and Grounds committee met on June 8th and discussed the roof warranty and maintenance contracts. Director Soucie will obtain bids for the Minooka roof only. The committee also discussed the landscaping. Based on the walk-arounds, Economy Landscaping submitted a bid and the committee agreed to have them do the work. Director Soucie continues to work with Eagle Scout Candidate Jaeger on the bench project.

Old and New Business –

- a. Sewer Project – A draft contract was included in the June Board packet. The Board agreed to move forward with the contract.
- b. Parking Lot Project – The paperwork has been submitted to the Village to begin the approval process.
- c. Prevailing Wage Ordinance 2011-ORD1 – Trustee L. Hoffman moved, seconded by Riddle to approve Ordinance 2011-ORD1. Ayes: Chesson, Ferguson, L. Hoffman, M. Hoffman, Kimble, Riddle and Satorius.
- d. FY12 Board Meeting Schedule 2011-ORD2 – Trustee Ferguson moved, seconded by Kimble to approve Ordinance 2011-ORD2. Ayes: Chesson, Ferguson, L. Hoffman, M. Hoffman, Kimble, Riddle and Satorius.
- e. PLA Request – Trustee Chesson moved, seconded by Riddle to send Director Soucie and Assistant Director Offerman to attend the PLA conference. Ayes: Chesson, Ferguson, L. Hoffman, M. Hoffman, Riddle and Satorius. Nays: Kimble.
- f. Policies – The Board reviewed the Personnel Policy as presented and approved the policy with changes. Changes to the tuition reimbursement section will be reviewed in July. Director Soucie discussed the break schedule and the Board opted to leave as is. Trustee Kimble moved, seconded by M. Hoffman to approve the Personnel Policy with changes. Ayes: Chesson, Ferguson, L. Hoffman, M. Hoffman, Kimble, Riddle and Satorius. Trustee Ferguson moved, seconded by Chesson to approve the Investment and Drug and Alcohol Free policies as presented. Ayes: Chesson, Ferguson, L. Hoffman, M. Hoffman, Kimble, Riddle and Satorius.
- g. Job Evaluation Study – Director Soucie distributed spreadsheets showing salary comparisons between several libraries in the area. Although Three Rivers Library is a little below market in salary, it is a little higher in benefits. A staff survey will be distributed at the Staff Development Day to help classify jobs. A salary schedule will be created by the Management Association of IL once the job evaluation is completed.
- h. Sign Quote – Artistic Signs provided a quote and design for a new sign at Channahon. Trustee L. Hoffman moved, seconded by Riddle to approve the sign as amended, not to exceed \$1,200. Ayes: Chesson, Ferguson, L. Hoffman, M. Hoffman, Kimble, Riddle and Satorius.
- i. Executive Session – Trustee Chesson moved, seconded by Riddle to go into Executive Session at 7:25 p.m. for the appointment, employment,

compensation, discipline, performance, or dismissal of specific employees including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity 120/2c1. 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 7:37 p.m. and return to open session. Ayes: Chesson, Ferguson, L. Hoffman, M. Hoffman, Kimble, Riddle and Satorius. Trustee Kimble moved, seconded by L. Hoffman to accept the salary schedule as presented, 2% increase to all employees except Director Soucie and Assistant Director Offerman who will get a 4% increase. Ayes: Chesson, Ferguson, L. Hoffman, M. Hoffman, Kimble, Riddle and Satorius.

Adjournment: Trustee L. Hoffman moved, seconded by M. Hoffman to adjourn at 7:35 p.m. wishing everyone a Happy Flag Day on June 14th. Motion carried by voice vote with 7 ayes.

Respectfully submitted,

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