



**Three Rivers Public Library District
Channahon & Minooka IL
Board Meeting Minutes May 11, 2011**

Call to order: The meeting was called to order at 6:10 P.M. by President Satorius and a quorum was established. Trustees present were: Chesson, Ferguson, M. Hoffman, Kimble, Riddle and Satorius. Absent: L. Hoffman. Also present was Executive Director Soucie, Assistant Director Offerman and Recording Secretary Esposito.

Oath of Office: Secretary Kimble administered the Oath of Office to elected Trustees Satorius and Ferguson.

Election of Officers: Trustee Ferguson moved, seconded by Trustee Chesson to elect Trustee Satorius President. Ayes: Chesson, Ferguson, M. Hoffman, Kimble and Riddle. Abstain: Satorius. Absent: L. Hoffman. Trustee Kimble moved, seconded by Trustee M. Hoffman to elect Trustee L. Hoffman Vice President. Ayes: Chesson, Ferguson, M. Hoffman, Kimble, Riddle and Satorius. Absent: L. Hoffman. Trustee M. Hoffman moved, seconded by Trustee Riddle to elect Trustee Ferguson Treasurer. Ayes: Chesson, M. Hoffman, Kimble, Riddle and Satorius. Abstain: Ferguson. Absent: L. Hoffman. Trustee Chesson moved, seconded by Trustee Ferguson to elect Trustee Kimble Secretary. Ayes: Chesson, Ferguson, M. Hoffman, Kimble and Satorius. Abstain: Kimble. Absent: L. Hoffman.

Change to Agenda: Move 9.a. Eagle Scout Candidate Project after 4. Public Comment.

Public Comments: Grundy County Board Member Jeremy Ly from Minooka was present. He expressed his appreciation to the Board and Library for the use of the community room and offered any assistance the County Board could provide to assist the library. He would like to see governmental agencies work together to provide the best service and resources possible to constituents.

Old and New Business:

- a. Eagle Scout Joe Jaeger presented an outdoor design proposal which would include benches and landscaping for the Minooka location. The expected costs have increased from \$3,100 to \$5,000. The Board discussed selling memorial stones to assist with the costs. There is no estimated completion date yet. Director Soucie will investigate options to display the stone in the basement in the landscape design. Trustee Chesson moved, seconded by Trustee Ferguson to accept Joe Jaeger's Eagle Scout project with the amended \$5,000 budget. Ayes: Chesson, Ferguson, M. Hoffman, Kimble, Riddle and Satorius. Absent: L. Hoffman.

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

Treasurer's Report: Trustee Ferguson reviewed the April financial reports with the Board. Trustee Ferguson moved, seconded by Trustee Chesson, to pay the April operating expenses in the amount of \$64,654.03. Ayes: Chesson, Ferguson, M. Hoffman, Kimble, Riddle and Satorius. Absent: L. Hoffman.

Staff Reports: Executive Director Soucie and Assistant Director Offerman submitted written reports and presented oral reports. Director Soucie updated the Board on the progress in the teen section and reported on an unemployment claim which we may, by law, be required to pay. The unemployment is not through the library, but through an employee's full-time job at another company and since we are the employer of record, it is being filed through us. Director Soucie informed the Board that a tree in the Channahon location may need to be removed when the new parking lot is installed. If the tree is kept, there will be fewer parking stalls. The Board was split whether to remove or keep the tree and decided to defer the decision until the May 14th walk around at Channahon. Director Soucie commented on the IMRF webinar and possible impacts on the audit and consequences of only being 58% funded. Assistant Director Offerman passed around the Nooks which will be placed in Circulation (2 at each location) shortly. Trustee Satorius asked about a policy for lost or broken Nooks and Offerman confirmed that procedures are being developed for the loaning of Nooks. Director Soucie discussed with the Board situation in which the Minooka Mayor and Police Chief came in to the Minooka facility to talk to a patron. Director Soucie and Assistant Director Offerman will have an informational meeting with the two police chiefs, Village Administrators and Mayors to clarify our relationship with them, explain the patron confidentiality act and explore the benefits and disadvantages of an intergovernmental agreement including possible ticketing for handicap parking violations.

Committee Reports: The committee met on May 11th which included a walk around at the Minooka location. A maintenance contract for the roof was considered, however, more information is needed. The Committee recommended the approval of Eagle Scout Candidate Joe Jaeger's project as amended.

Old and New Business –

- b. Sewer Project –Director Soucie will meet with our attorney to develop a contract to bring back to the Board.
- c. Community Donations – The Board determined that as long as the expenditure falls within the budgeted amount the Director can decide on the donation as long as it is promotional or a library program at the festival.
- d. Policies: Trustee M. Hoffman moved, seconded by Chesson to adopt the Identify Protection, Staff Equipment Use and Operating policies as presented. Ayes: Chesson, Ferguson, M. Hoffman, Kimble, Riddle and Satorius. Absent: L. Hoffman.

- e. FY12 Working Budget – A discussion ensued about the health insurance costs. Trustee Ferguson requested information on area libraries and their policies on the percentage paid by employers/employees. Trustee Kimble moved, seconded by Trustee Chesson to offer full coverage health insurance to employees only effective 5/11/11. Ayes: Chesson, Ferguson, M. Hoffman, Kimble, Riddle and Satorius. Absent: L. Hoffman. (This will be added to the June agenda as a Personnel Policy Change). Trustee Satorius questioned whether Director Soucie felt the library is short staffed and the resounding answer is yes. The temporary employee we currently have will be hired as a part-time employee. The Board discussed how pay rates are set. The presentation for this year will be the same as it has been. The finance committee should discuss this further so that next year it can be done by position with a salary schedule showing minimums and maximums. Trustee Chesson moved, seconded by Trustee M. Hoffman to accept the FY12 Working Budget as presented. Ayes: Chesson, Ferguson, M. Hoffman, Kimble, Riddle and Satorius. Absent: L. Hoffman.
- f. Mission Statement – Trustee Kimble moved, seconded by M. Hoffman to accept “Enrich; Educate; Entertain; Evolve” as the mission statement. Ayes: Chesson, Ferguson, M. Hoffman, Kimble, Riddle and Satorius. Absent: L. Hoffman.
- g. Library Logos – Trustee Kimble moved, seconded by Ferguson to accept choice #2 for the logo with changes as discussed. Ayes: Chesson, Ferguson, M. Hoffman, Kimble, Riddle and Satorius. Absent: L. Hoffman.

Adjournment: Trustee M. Hoffman moved, seconded by Trustee Riddle to adjourn at 7:30 p.m. congratulating Trustee Riddle’s son Kristopher on his graduation from law school and celebrating the 100th anniversary of Louis Joliet DAR. Motion carried by voice vote with 6 ayes, 1 absent.

Respectfully submitted,

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