



## THREE RIVERS PUBLIC LIBRARY DISTRICT Channahon & Minooka IL

### BOARD MEETING MINUTES January 13, 2010

The January meeting of the Board of Library Trustees was held on Wednesday January 13, 2010 in the boardroom of the Branch Library at 109 N Wabena St., Minooka IL. The meeting was called to order at 6 P.M. by President Satorius and a quorum was established.

Call to order: Trustees present were: Chesson, Ferguson, M. Hoffman, Kimble, Riddle and Satorius. Absent: L. Hoffman. Also present was Executive Director Soucie, Assistant Director Offerman.

Public Comments: None

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

Treasurer's Report: Trustee Ferguson moved, seconded by Trustee Chesson, to approve the November and December bills in the amount of \$75, 846.15. Motion carried by voice vote with 6 yes votes, 1 absent.

Staff Reports: Executive Director Soucie submitted a written report. Assistant Director Offerman handed a written report out at the meeting.

Attorney/Committee Reports: None

Old Business: None

New Business:

- a. Policies- Trustee Kimble moved, seconded by Trustee M. Hoffman, to accept the Finance Policy revisions. Motion carried by voice vote with 6 yes votes, 1 absent. Trustee Kimble moved, seconded by Trustee Chesson, to accept the Patron Behavior policy, and revoke the Cell Phone Usage policy. Motion carried by voice vote with 6 yes votes, 1 absent. The Trustees reviewed the Exhibits policy; no changes were needed.
- b. Credit Card Limits- Trustee Ferguson moved, seconded by Trustee Riddle, to approve the credit card limits for staff as amended. Motion carried by voice vote with 6 yes votes, 1 absent.
- c. Trustee Forum- Director Soucie handed out information about the Forum. Trustees will let her know if they are interested in attending.
- d. Kepner Proposal- The trustees discussed the proposal for a salary and classification study but did not feel that the benefits merited the cost. Director Soucie will use the Laconi Salary Survey to come up

with a Salary Schedule and present it to the board prior to the start of FY11.

- e. Operating Procedures- Director Soucie reported on changes she will be making to the operating procedures of the library including removing all limits on the number of items to be checked out, allowing all items to be placed in the outside bookdrops and changing the loan period for magazines and DVDs to one week, no renewals. The board agreed with the changes.
- f. Executive Session to discuss personnel- Trustee Ferguson moved, seconded by Trustee Chesson, to go into Executive Session at 6:55 P.M. to discuss “the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity” ILCS 120/2c1. Motion carried by voice vote with 6 yes votes, 1 absent. Trustee Chesson moved, seconded by Trustee M. Hoffman to leave Executive Session at 7:05 P.M. Motion carried by voice vote with 6 yes votes, 1 absent.
- g. Job description- Trustee Ferguson moved, seconded by Trustee Riddle, to adopt the job descriptions for Youth Services Librarian and Youth Services Assistant. Motion carried by voice vote with 6 yes votes, 1 absent.
- h. FOIA Officer- Trustee Chesson moved, seconded by Trustee Riddle, to appoint Director Soucie and Assistant Director Offerman as the library district’s FOIA officers. Motion carried by voice vote with 6 yes votes, 1 absent.

Adjournment: Trustee M. Hoffman moved, seconded by Trustee Riddle to adjourn at . Trustee Hoffman recognized Dr. Martin Luther King for his role in the Civil Rights Movement. Motion carried by voice vote with 6 yes votes, 1 absent.

Respectfully submitted,

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