



Three Rivers Public Library District Channahon & Minooka IL Board Meeting Minutes April 12, 2017

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, Doyle, Ferguson, McEvelly-Reed, McSteen, Satorius and Swick. Also present: Director Offerman, Assistant Director Griggs and Recording Secretary Esposito.

Public Comments: None

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

Treasurer's Report: Treasurer Chesson reviewed the March financials. Trustee Chesson moved, seconded by McEvelly-Reed to approve the March 2017 expenses in the amount of \$440,631.62. Ayes: Chesson, Doyle, Ferguson, McEvelly-Reed, McSteen and Swick.

Staff Reports: Director Offerman and Assistant Director Griggs submitted written and presented oral reports. Director Offerman informed the board this week is Food for Fines for National Library Week and yesterday was National Library Worker Day, therefore, a taco bar from Lалos was provided for staff. At Channahon, there was a roof leak which has been repaired, however, after the next rainfall we will find out if it has been corrected. Three Rivers Library has been awarded the Per Capita Grant again this year. The radon test results were provided in the packet and short term retests at both locations were recommend which have been completed. The retest results will probably be available at the next meeting. One of the shelver positions is currently vacant and the position has been posted. A light fixture which was originally from the Masonic building was donated to Minooka and has been installed. A new Cold Storage Abatement signature page was asked to be signed by the board. The results of the election have been received, the new trustee will be sworn in at the June meeting and officers will be elected.

Committee Reports:

- a. Building & Grounds – Nothing to report.
- b. Finance – The meeting discussion will be reported during the FY18 Working Budget.

Old and New Business:

- a. Crossroads 55 IGA – Postponed to the May meeting at the request of the Village of Channahon and IGA representatives.
- b. Strategic Planning Proposal – FacetoFace Communication attended a staff meeting to obtain feedback from staff. After that meeting, the Strategic Planning committee met with FacetoFace. The Board of Trustees is scheduled to meet with FacetoFace on May 13th at 9:30 a.m.
- c. FY18 Working Budget – Director Offerman reviewed the proposed working budget. Trustee Doyle moved, seconded by McEvelly-Reed to approve the FY18 Working Budget. Ayes: Chesson, Doyle, Ferguson, McEvelly-Reed, McSteen and Swick. Trustees will discuss salary recommendations at the May meeting.

- a. Laconi Trustee Banquet – Trustees are to inform Director Offerman if they are interested in attending the banquet.
- b. Building Walk-through – Trustees scheduled walk-throughs at Channahon on May 10th at 5:15 p.m. and at Minooka on June 14th at 5:30 p.m.
- d. ALA Request – Trustee Chesson moved, seconded by Ferguson to approve the ALA request for an amount not to exceed \$3,143. Ayes: Chesson, Doyle, Ferguson, McEvelly-Reed, McSteen and Swick.
- e. ILA Reaching Forward Request – Trustee Ferguson moved, seconded by McEvelly-Reed to approve the ILA Reaching Forward request for an amount not to exceed \$655. Ayes: Chesson, Doyle, Ferguson, McEvelly-Reed, McSteen and Swick.
- f. Operating Policy – Trustee McEvelly-Reed would like to evaluate the possibility of staying open on Sunday's throughout the year including more discussion with the public and other libraries in the area. Trustee McEvelly-Reed moved, seconded by Swick to amend the Operating Policy as presented effective 4/12/17. Ayes: Chesson, Doyle, Ferguson, McEvelly-Reed, McSteen and Swick.
- g. Office Equipment – Director Offerman provided an estimate for people counters in both buildings. Trustee Doyle moved, seconded by Chesson to approve the estimate from SenSource for an amount not to exceed \$3,179.85. Ayes: Chesson, Doyle, Ferguson, McEvelly-Reed, McSteen and Swick.

Adjournment: Trustee Swick moved, seconded by McEvelly-Reed to adjourn the meeting at 6:52 p.m. wishing everyone a Happy National Library Week and Happy Easter. Motion carried by voice vote with 6 ayes.

Respectfully submitted,

Joan Ferguson, Secretary
Board of Library Trustees
Three Rivers Public Library District