



**Three Rivers Public Library District  
Channahon & Minooka IL  
Board Meeting Minutes  
August 10, 2016**

Call to order: The meeting was called to order at 6:05 p.m. by Vice President Swick and a quorum was established. Trustees present were: Chesson, Doyle, Ferguson, McEvelly-Reed, Satorius (6:07) and Swick. Absent: McSteen. Also present: Director Offerman, Assistant Director Griggs and Recording Secretary Esposito.

Public Comments: None

Review and Approval of minutes: The July minutes were approved as presented. In addition, the July 13<sup>th</sup> Executive Session minutes were approved. Trustee Ferguson moved, seconded by McEvelly-Reed to open the 7/13/16 Executive Session minutes. Ayes: Chesson, Doyle, Ferguson, McEvelly-Reed, Satorius and Swick. Absent: McSteen.

Treasurer's Report: Treasurer Chesson reviewed the June financials. Due to the upcoming audit, the July financials were not presented. Trustee Chesson moved, seconded by Doyle to approve the July 2016 expenses in the amount of \$35,857.83. Ayes: Chesson, Doyle, Ferguson, McEvelly-Reed, Satorius and Swick. Absent: McSteen.

Staff Reports: Director Offerman and Assistant Director Griggs submitted written and presented an oral report. Director Offerman informed the board of upcoming staff changes and reminded the board that the Three Rivers Fest parade will be on Sunday.

Committee Reports:

- a. Building & Grounds – Trustee Chesson reported that the committee met tonight and discussed the project list. Painting the side door at Channahon was added to the list. The committee reviewed the tree service estimates from Walsh and will be recommending the second option to the board.

Old and New Business:

- a. Village of Channahon/Hillwood Agreement – Representatives were not in attendance at the meeting. The board reviewed a letter from the Village Administrator of Channahon. At this time changes are pending and awaiting final wording on the agreement. Our attorney has recommended the library approve the agreement if the school board also approves it.
- b. 40<sup>th</sup> Anniversary Celebration – The celebration is ready for September 10<sup>th</sup>. Bookmarks will be distributed at the parade on Sunday announcing the event and banners will be displayed at both locations.
- c. Strategic Planning Session – The next meeting is scheduled for September 14<sup>th</sup>.
- d. Tree Service at Minooka – Based on the recommendation from the Building & Grounds Committee, Trustee Satorius moved, seconded by McEvelly-Reed to accept the estimate from Walsh Tree Service to remove 3 trees/stumps and complete a perfect trim on an existing tree for a cost not to exceed \$2,000. Ayes: Chesson, Doyle, Ferguson, McEvelly-Reed, Satorius and Swick. Absent: McSteen.
- e. Ordinance 2016-3 Tentative Budget & Appropriation – Trustee Chesson moved, seconded by Satorius to approve Ordinance 2016-3 Tentative Budget & Appropriation.

Ayes: Chesson, Doyle, Ferguson, McEvelly-Reed, Satorius and Swick. Absent: McSteen.

- f. ILA Conference Request – Trustee McEvelly-Reed moved, seconded by Ferguson to approve Director Offerman, Assistant Director Griggs and Adult Services Manager Robertson’s attendance at the ILA Conference in Rosemont for a cost not to exceed \$757. Ayes: Chesson, Doyle, Ferguson, McEvelly-Reed, Satorius and Swick. Absent: McSteen.
- g. Public Comment Policy – Trustee Doyle moved, seconded by Chesson to approve the Public Comment Policy as amended effective 8/10/16. Ayes: Chesson, Doyle, Ferguson, McEvelly-Reed, Satorius and Swick. Absent: McSteen.

Adjournment: Trustee Swick moved, seconded by Satorius to adjourn the meeting at 6:22 p.m. wishing a happy Three Rivers Fest parade and a happy 1<sup>st</sup> birthday to Gavin Swick. Motion carried by voice vote with 6 ayes.

Respectfully submitted,

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