



Three Rivers Public Library District Channahon & Minooka IL Board Meeting Minutes August 9, 2017

Call to order: The meeting was called to order at 6:00 p.m. by President Ferguson and a quorum was established. Trustees present were: Chesson, Doyle, Ferguson, McEvelly-Reed, McSteen, Petersen and Swick. Also present: Director Offerman and Recording Secretary Esposito.

Public Comments: None

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

Treasurer's Report: Due to the upcoming audit, the July financials were not presented. Trustee Chesson moved, seconded by Petersen to approve the July 2017 expenses in the amount of \$39,285.44. Ayes: Chesson, Doyle, Ferguson, McEvelly-Reed, McSteen, Petersen and Swick.

Staff Reports: Director Offerman and Assistant Director Griggs submitted written reports. Director Offerman reminded the board that the library will be closed August 11th due to the staff development day and the library will be represented in the Channahon parade on Sunday.

Committee Reports:

- a. Building & Grounds – The committee met tonight and updated the project lists at both locations. Most of the projects at Minooka will be dependent on the report from the architect for a possible additional structure for programs at Channahon. Director Offerman will be applying for a federal grant to assist in improvements. The bathrooms on the second floor of Minooka will be renovated this year. The floor in the basement will also be completed this year. Next meeting will be September 13th at 5:30 p.m. in Minooka.

Old and New Business:

- a. Strategic Planning – Director Offerman is meeting with our architect next week.
- b. Ordinance 2017-6 Tentative Budget and Appropriation – Trustee Doyle moved, seconded by McEvelly-Reed to approve Ordinance 2017-6 Tentative Budget and Appropriation. Ayes: Chesson, Doyle, Ferguson, McEvelly-Reed, McSteen, Petersen and Swick.
- c. Conference Requests
 - a. Illinois Library Association – Trustee McEvelly-Reed moved, seconded by McSteen to approve Director Offerman, Assistant Director Griggs and Youth Services Manager Maxwell to attend the ILA conference at a cost not to exceed \$1,200.00. Ayes: Chesson, Doyle, Ferguson, McEvelly-Reed, McSteen, Petersen and Swick.
 - b. Illinois Genealogical Conference – Trustee McSteen moved, seconded by McEvelly-Reed to approve Local Historian Houchens to attend the Illinois Genealogical Conference at a cost not to exceed \$350.00. Ayes: Chesson, Doyle, Ferguson, McEvelly-Reed, McSteen, Petersen and Swick.

- d. Outreach Assistant Job Description – Trustee Doyle moved, seconded by Petersen to approve the Outreach Assistant Job Description as presented. Ayes: Chesson, Doyle, Ferguson, McEvilly-Reed, McSteen, Petersen and Swick.
- e. Camera Equipment Estimate – Director Offerman will check to see if there is a monitor we can install to ensure the cameras are working. Trustee Chesson moved, seconded by McSteen to approve the estimate from Andromedia to replace camera equipment at Channahon for a cost not to exceed \$1,937.91. Ayes: Chesson, Doyle, Ferguson, McEvilly-Reed, McSteen, Petersen and Swick.

Adjournment: Trustee Swick moved, seconded by Petersen to adjourn the meeting at 6:40 p.m. wishing everyone a happy Three Rivers Fest and a happy second birthday to Gavin Swick. Motion carried by a voice vote with 7 ayes.

Respectfully submitted,

Jennifer Doyle, Secretary
Board of Library Trustees
Three Rivers Public Library District