



**Three Rivers Public Library District  
Channahon & Minooka IL  
Board Meeting Minutes  
February 8, 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 January minutes were approved as presented.

Treasurer's Report: Treasurer Chesson reviewed the January financials. Trustee Chesson moved, seconded by Ferguson to approve the January 2017 expenses in the amount of \$60,660.11. 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 that another work comp claim was submitted. The employee is back at work and undergoing therapy. Director Offerman provided an update on the employee who had surgery. It was confirmed that it is thyroid cancer and the employee will be undergoing additional surgery to have it removed. Director Offerman has been conducting meetings with the public in order to obtain feedback. These meetings have been very well attended. The library is partnering with the Village of Channahon and Will County Forest Preserve District on a traveling display from the Smithsonian Institute.

Committee Reports:

- a. Building & Grounds – Nothing to report.

Old and New Business:

- a. Crossroads 55 – Director of Community Development & Information Systems, Mike Petrick from the Village of Channahon was in attendance along with Ryan Stoller and Mark Goode of Venture One who presented the Crossroads 55 proposal. An update of the agreement was provided, however, it is not completed yet. The hope is to have the agreement complete for the March meeting when it will potentially be voted upon by the library district as an abatement.
- b. Computer Use Policy – Trustee Chesson moved, seconded by McSteen to amend the Computer Use Policy as presented effective 2/8/17. Ayes: Chesson, Doyle, Ferguson, McEvelly-Reed, McSteen and Swick.
- c. Hotel Tax Abatement Application – Mike Fleming, Minooka Hotel Associates, Inc. and Marquette Properties, was in attendance to review the abatement and answer any questions. Trustee Doyle moved, seconded by McEvelly-Reed to approve the Hotel Tax Abatement Application. Ayes: Chesson, Doyle, Ferguson, McEvelly-Reed, McSteen and Swick.

- d. By-Laws 2017-ORD1 – Trustee Ferguson moved, seconded by Chesson to approve Ordinance 2017-ORD1 By-Laws. Ayes: Chesson, Doyle, Ferguson, McEvelly-Reed, McSteen and Swick.
- e. Strategic Planning Proposal – Director Offerman presented a proposal from FacetoFace Communications to assist the library in their strategic planning process. Trustee Chesson moved, seconded by Doyle to accept FacetoFace Communications’ proposal for an amount not to exceed \$5,000. Ayes: Chesson, Doyle, Ferguson, McEvelly-Reed, McSteen and Swick.
- f. Library Staff Support – Trustees McEvelly-Reed and Doyle and Assistant Director Griggs met to determine guidelines for staff support during a variety of events. The committee agreed upon monetary limits for tragic life events of staff and the personnel policy will be amended to include the guidelines and presented to the board at the March meeting for approval.
- g. Environmental Scan of Buildings – Trustee McSteen moved, seconded by Doyle to approve the proposal from Midwest Environmental Consulting Services, Inc. to provide radon testing at both locations for an amount not to exceed \$2,700. Ayes: Chesson, Doyle, Ferguson, McEvelly-Reed, McSteen and Swick. Director Offerman will contact the Grundy County Health Department to have the water tested in Minooka. The water at the Channahon library is currently tested annually by the Will County Health Department.
- h. Facility Needs – The board agreed with Director Offerman to replace the staff toilet at Channahon and the hand dryers at Minooka.
- a. Executive Session to discuss personnel ILCS 120/2c1 – Trustee Ferguson moved, seconded by Chesson to go into Executive Session at 6:55 p.m. for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity 120/2c(1). Ayes: Chesson, Doyle, Ferguson, McEvelly-Reed, McSteen, Swick and Satorius. Trustee McEvelly-Reed moved, seconded by Swick to go out of Executive Session at 7:15 p.m. and return to open session. Ayes: Chesson, Doyle, Ferguson, McEvelly-Reed, McSteen, Swick and Satorius. Trustees Ferguson and Chesson will review the evaluation with Director Offerman at a later date.

Adjournment: Trustee Swick moved, seconded by McSteen to adjourn the meeting at 7:16 p.m. wishing everyone a Happy Valentine’s Day. Motion carried by voice vote with 6 ayes.

Respectfully submitted,

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