



Three Rivers Public Library District Channahon & Minooka IL Board Meeting Minutes January 11, 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, McEvelly-Reed, McSteen, Satorius and Swick. Absent: Ferguson. Also present: Director Offerman, Assistant Director Griggs and Recording Secretary Esposito.

Public Comments: None

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

Treasurer's Report: Treasurer Chesson reviewed the November and December financials. Trustee McEvelly-Reed moved, seconded by Doyle to approve the November 2016 expenses in the amount of \$44,900.33. Ayes: Chesson, Doyle, McEvelly-Reed, McSteen and Swick. Absent: Ferguson. Trustee Chesson moved, seconded by Doyle to approve the December 2016 expenses in the amount of \$68,779.10. Ayes: Chesson, Doyle, McEvelly-Reed, McSteen and Swick. Absent: Ferguson.

Staff Reports: Director Offerman and Assistant Director Griggs submitted written and presented oral reports. Director Offerman informed the board that she will be attending a Directors Conference in South Carolina which PrairieCat will be paying for in February. The Three Rivers Library has been working on a map display project with the Morris Library which will be displayed outside of the Local History Department in Minooka.

Committee Reports:

- a. Building & Grounds – Nothing to report.

Old and New Business:

- a. Crossroads 55 (formerly Hillwood Property) – Village Administrator, Tom Durkin and Director of Community Development & Information Systems, Mike Petrick from the Village of Channahon were in attendance along with Ryan Stoller of Venture One who presented the Crossroads 55 proposal. The board will discuss the proposal again at the next regularly scheduled meeting in February.
- b. Laminating Policy – Trustee Swick moved, seconded by McEvelly-Reed to amend the Laminating Policy effective 1/11/17. Ayes: Chesson, Doyle, McEvelly-Reed, McSteen and Swick. Absent: Ferguson.
- a. Library Staff Support – Director Offerman is seeking guidelines for purchasing items for staff who may have serious a illness or a death in the family. President Satorius would like a special committee to meet in order to determine what circumstances and amounts would be appropriate. Trustee Mc-Evelly Reed will join Assistant Director Griggs to form a committee.
- b. Illinois Youth Services Institute Request – Trustee McEvelly-Reed moved, seconded by Chesson to approve Youth Services Manager Berger's attendance at the conference not

to exceed \$400. Ayes: Chesson, Doyle, McEvelly-Reed, McSteen and Swick. Absent: Ferguson.

- c. Cold Storage Tax Abatement – Director Offerman reviewed the abatement application for expansion. Trustee Doyle moved, seconded by Swick to approve the Cold Storage Tax Abatement. Ayes: Chesson, Doyle, McEvelly-Reed, McSteen and Swick. Absent: Ferguson.
- d. Director Evaluation – Director Offerman distributed evaluation forms and envelopes for the board to complete and mail to Committee Chair Ferguson. Director Offerman also distributed her prior year goals, new goals for 2017 and a self-evaluation.
- e. Review Board By-Laws – Director Offerman asked the trustees to review the By-Laws. The By-Law will be presented at the February meeting for approval.
- f. Environmental Scan of Buildings – Director Offerman reached out to the health department to figure out a plan to assess our buildings. Director Offerman has reached out to a couple of companies for a further assessment and asked for direction from the board on further proceedings on an environmental scan. The board directed Offerman to continue to gather information.
- g. Illinois Library Trustee Forum Workshop – Director Offerman informed the board about the upcoming workshop and trustees are to let Offerman know if they would like to attend.
- h. Summerfest & Three Rivers Fest – Trustees are in agreement to participate in both festivals in 2017.

Adjournment: Trustee Swick moved, seconded by Doyle to adjourn the meeting at 7:05 p.m. noting that before the next board meeting, Donald Trump will be President #45. Motion carried by voice vote with 5 ayes.

Respectfully submitted,

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