



Three Rivers Public Library District Channahon & Minooka IL Board Meeting Minutes July 12, 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, McEvilly-Reed, McSteen, Petersen and Swick. Also present: Director Offerman, Assistant Director Griggs and Recording Secretary Esposito.

Public Comments: None

Review and Approval of minutes: Trustee Ferguson discussed her concerns regarding the wording of the Staff Salaries portion of the June minutes. Director Offerman will follow up with our attorney and auditor for further clarification. The review and approval of the June minutes were tabled until August. The Building and Grounds June minutes were approved as presented.

Treasurer's Report: Treasurer Chesson reviewed the preliminary June financials. The final reports will be available after our audit. Trustee Chesson moved, seconded by McSteen to approve the June 2017 expenses in the amount of \$88,621.90. Ayes: Chesson, Doyle, Ferguson, McEvilly-Reed, McSteen, Petersen and Swick.

Staff Reports: Director Offerman and Assistant Director Griggs submitted written and presented oral reports. Director Offerman informed the board only medical payments will be made to the patron who was injured at the Channahon location. Three Rivers Library will host a Blessing Box outside our building which will contain food for those in need. Since Push Wellness will no longer work with companies with less than 100 employees, this benefit will no longer be available to employees.

Committee Reports:

- a. Building & Grounds – Nothing to report. A follow-up meeting will be held on August 9th at 5:30 at Minooka.

Old and New Business:

- a. Committee Assignments - The Finance Committee will consist of Chair Chesson, Trustee Petersen and Director Offerman. The Buildings & Grounds Committee will consist of Chair Chesson, Trustees McEvilly-Reed and McSteen. The Director Evaluation Committee shall consist of Trustees Ferguson and Doyle.
- b. Strategic Planning – Director Offerman presented the proposed floorplan for Minooka that was previously discussed in order to continue planning for future renovation. Trustee Chesson shared an idea for using the Channahon property for an off-site facility for the library to use. Director Offerman will contact the architect to see the feasibility for an additional facility next to the Channahon building, adding square footage to the Channahon facility and the renovation of the Minooka branch. Trustees also discussed purchasing a plaque to display names of Board of Trustee presidents. Director Offerman will research possible plaques for each building.

- c. Building Maintenance – Director Offerman discussed the need for renovated bathrooms in Minooka and new wiring needed in Channahon. Due to the possibility of upcoming renovations, these projects will be on hold at this time.
- d. Radon Testing – The HVAC company found the library vents closed which could be a contributing factor to high radon levels. The vents have since been opened and a retest will be done to determine if the radon levels have dropped.
- e. Landscape Estimate – Celtic Landscaping provided an estimate for rocks and tree removal at Channahon. Trustees agreed to move forward with the proposal, however, at this time they will not be replacing one of the trees. Trustee Chesson moved, seconded by Swick to approve the modified estimate not to exceed \$2,500. Ayes: Chesson, Doyle, Ferguson, McEvelly-Reed, McSteen, Petersen and Swick.
- f. Lyondell Settlement Agreement – Director Offerman reviewed the agreement presented to the board. Trustee Chesson moved, seconded by McSteen to approve the Lyondell Settlement Agreement. Ayes: Chesson, Doyle, Ferguson, McEvelly-Reed, McSteen, Petersen and Swick.

Adjournment: Trustee Swick moved, seconded by Doyle to adjourn the meeting at 6:57 p.m. congratulating everyone on the Summer Reading Program and noting that on this date in 1960 the first Etch A Sketch was introduced. Motion carried by voice vote with 7 ayes.

Respectfully submitted,

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