



**Three Rivers Public Library District  
Channahon & Minooka IL  
Board Meeting Minutes  
July 13, 2016**

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, McSteen, Satorius and Swick. Absent: McEvelly-Reed. Also present: Director Offerman, Assistant Director Griggs and Recording Secretary Esposito.

Public Comments: Administrative Assistant Esposito addressed the Board to express her gratitude to the library staff and trustees for the generous support she received during her treatments.

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

Treasurer's Report: There were no financials presented this month due to the upcoming audit and year-end adjustments. Trustee Chesson moved, seconded by Ferguson to approve the June 2016 expenses in the amount of \$84,840.67. Ayes: Chesson, Doyle, Ferguson, McSteen and Swick. Absent: McEvelly-Reed.

Staff Reports: Director Offerman and Assistant Director Griggs submitted written and presented an oral report. Director Offerman informed the board that we have received 60% of our Per Capita Grant money that was requested from the State of Illinois. The Fair Labor Standard Act is requiring a higher salary threshold for employees to meet exempt status, therefore, two employees will be changed from exempt to non-exempt effective 12/1/16. Our Technical Services Manager is retiring after 29 years of employment.

Committee Reports:

- a. Building & Grounds – Director Offerman provided a list of projects for the Minooka location. A Building & Grounds meeting will be held on August 10<sup>th</sup> at 5:30 p.m.

Old and New Business:

- a. 40<sup>th</sup> Anniversary Celebration – The committee met today to finalizing details for the September 10<sup>th</sup> celebration. There will be a band, costume contest and refreshments. Director Offerman is contacting a few local businesses for sponsorship.
- b. Strategic Planning Session – Nothing to report.
- c. Channahon Lighting – Director Offerman provided an estimate and pictures of lighting for the circulation desk at Channahon. Trustee Doyle moved, seconded by McSteen to change out the lights at a cost not to exceed \$2,200. Ayes: Chesson, Doyle, Ferguson, McSteen and Swick. Absent: McEvelly-Reed.
- d. Village of Channahon/Hillwood Agreement – Tom Durkin, Village Administrator of Channahon and Mike Petrick, Director of Community Development were present to discuss the Hillwood Agreement. They asked the board to review the information and they will be in attendance at the August meeting to answer further questions.
- e. Transfer of Line Items 2016-ORD3 – Director Offerman recommended transferring \$400,000 from the general fund to the special reserve funds. The transfer was included in the budget, however, the actual ordinance will be discussed at a later date.
- f. Staff Salaries – Director Offerman provided a projected salary schedule and informed the board about possibly eliminating a position due to the upcoming retirement. Trustee

Satorius recommended a 4% increase in salaries. Trustee Swick moved, seconded by Doyle to approve a 4% salary increase. Ayes: Doyle, McSteen and Swick. Nays: Chesson and Ferguson. Absent: McEvelly-Reed.

- g. Executive Session to discuss personnel ILCS 120/2c1 – Trustee Doyle moved, seconded by Swick to go into Executive Session at 6:53 p.m. for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees 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 120/2c1. Ayes: Chesson, Doyle, Ferguson, McSteen and Swick. Absent: McEvelly-Reed. Trustee Ferguson moved, seconded by Doyle to go out of Executive Session at 6:55 p.m. and return to open session. Trustee Chesson moved, seconded by Swick to approve a 4% increase for Director Offerman. Ayes: Chesson, Doyle, Ferguson, McSteen and Swick. Absent: McEvelly-Reed.
- h. FY17 Working Budget – Trustee Chesson moved, seconded by McSteen to approve the FY17 Working Budget as presented. Ayes: Chesson, Doyle, Ferguson, McSteen and Swick. Absent: McEvelly-Reed.

Adjournment: Trustee Swick moved, seconded by Doyle to adjourn the meeting at 7:01 p.m. thanking Danni for sharing the good news about her recovery. Motion carried by voice vote with 5 ayes.

Respectfully submitted,

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