



Three Rivers Public Library District Channahon & Minooka IL Board Meeting Minutes June 14, 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, McSteen, Satorius and Swick. Absent: McEvelly-Reed. Also present: Director Offerman, Assistant Director Griggs and Recording Secretary Esposito.

Oath of Office: Executive Director Offerman administered the Oath of Office to elected Trustees Ferguson and Petersen.

Call to order: The meeting was called to order at 6:04 p.m. by President Pro-Tem Swick and a quorum was established. Trustees present were: Chesson, Doyle, Ferguson, McSteen, Petersen and Swick. Absent: McEvelly-Reed. Also present: Director Offerman, Assistant Director Griggs and Recording Secretary Esposito.

Election of Officers: Trustee Chesson moved, seconded by Doyle to elect Trustee Ferguson President. Ayes: Chesson, Doyle, McSteen, Petersen and Swick. Abstain: Ferguson. Absent: McEvelly-Reed. Trustee Chesson moved, seconded by McSteen to elect Trustee Swick Vice President. Ayes: Chesson, Doyle, Ferguson, McSteen and Petersen. Abstain: Swick. Absent: McEvelly-Reed. Trustee Doyle moved, seconded by Swick to elect Trustee Doyle for Secretary. Ayes: Chesson, Ferguson, McSteen, Petersen and Swick. Abstain: Doyle. Absent: McEvelly-Reed. Trustee Ferguson moved, seconded by Swick to elect Trustee Chesson Treasurer. Ayes: Doyle, Ferguson, McSteen, Petersen and Swick. Abstain: Chesson. Absent: McEvelly-Reed.

Public Comments: None

Review and Approval of minutes: The May minutes were approved as presented. The Building and Grounds May minutes were also approved.

Treasurer's Report: Treasurer Chesson reviewed the May financials. Trustee Chesson moved, seconded by Petersen to approve the May 2017 expenses in the amount of \$50,315.19. Ayes: Chesson, Doyle, Ferguson, McSteen, Petersen and Swick. Absent: McEvelly-Reed.

Staff Reports: Director Offerman and Assistant Director Griggs submitted written and presented oral reports. Director Offerman informed the board a patron injured themselves and it was reported to our insurance. The Channahon library has had some issues including the HVAC, an electric issue and a plumbing issue which have all been resolved. The second radon testing results were received and once again high levels were found at Channahon. Two companies have been contacted for solutions to lower the radon level. Further discussion for solutions will be discussed at the July board meeting.

Committee Reports:

- a. Building & Grounds – Trustees walked the Minooka building tonight. Due to the weather, the outside of Minooka was not included. Director Offerman will prepare a project list based on the walk-through.

Old and New Business:

- a. Strategic Planning – Trustees and Managers attended the strategic planning workshop with FacetoFace Communications. Four priorities were identified by the committee. Trustee Swick moved, seconded by Petersen to approve the proposed strategic priorities. Ayes: Chesson, Doyle, Ferguson, McSteen, Petersen and Swick. Absent: McEvilly-Reed.
- b. Authorizing Signatures Resolution 2017-RES1 – Trustee Doyle moved, seconded by McSteen to approve Authorizing Signatures Resolution 2017-RES1. Ayes: Chesson, Doyle, Ferguson, McSteen, Petersen and Swick. Absent: McEvilly-Reed.
- c. Prevailing Wage Ordinance 2017-ORD4 – Trustee Petersen moved, seconded by Chesson to approve Prevailing Wage Ordinance 2017-ORD4. Ayes: Chesson, Doyle, Ferguson, McSteen, Petersen and Swick. Absent: McEvilly-Reed.
- d. FY18 Board Meeting Schedule 2017-ORD5 – Trustee McSteen moved, seconded by Swick to approve FY18 Board Meeting Schedule 2017-ORD5. Ayes: Chesson, Doyle, Ferguson, McSteen, Petersen and Swick. Absent: McEvilly-Reed.
- e. Staff Salaries – Trustee Chesson moved, seconded by McSteen to approve a 3% salary increase with the exception of two employees who will receive a 4% increase. Ayes: Chesson, Doyle, Ferguson, McSteen, Petersen and Swick. Absent: McEvilly-Reed. Trustee Chesson moved, seconded by McSteen to approve a 4% increase for Director Offerman. Ayes: Chesson, Doyle, Ferguson, McSteen, Petersen and Swick. Absent: McEvilly-Reed.
- f. Minooka Business Banner Program – Trustees agreed that Three Rivers Library should be included in the banner program.
- g. Digipalooza Travel Request – Trustee Chesson moved, seconded by Swick to approve the Digipalooza conference for Adult Services Manager Robertson and Adult Services Assistant Brown for a cost not to exceed \$2,000. Ayes: Chesson, Doyle, Ferguson, McSteen, Petersen and Swick. Absent: McEvilly-Reed.
- h. ALA Travel Request - Trustee Doyle moved, seconded by Petersen to approve the ALA conference for Youth Services Manager Maxwell for a cost not to exceed \$420. Ayes: Chesson, Doyle, Ferguson, McSteen, Petersen and Swick. Absent: McEvilly-Reed.

Adjournment: Trustee Swick moved, seconded by Chesson to adjourn the meeting at 7:14 p.m. thanking Jim for his over 40 years of service and wishing everyone a happy flag and Minooka Summerfest. Motion carried by voice vote with 6 ayes.

Respectfully submitted,

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