



**Three Rivers Public Library District
Channahon & Minooka IL
Board Meeting Minutes
May 10, 2017**

Call to order: The meeting was called to order at 6:05 p.m. by President Satorius and a quorum was established. Trustees present were: Chesson, Ferguson, McEvelly-Reed, Satorius and Swick. Absent: Doyle and McSteen. Also present: Director Offerman, Assistant Director Griggs and Recording Secretary Esposito.

Public Comments: None

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

Treasurer's Report: Treasurer Chesson reviewed the April financials. Trustee Chesson moved, seconded by Ferguson to approve the April 2017 expenses in the amount of \$69,805.18. Ayes: Chesson, Ferguson, McEvelly-Reed and Swick. Absent: Doyle and McSteen.

Staff Reports: Director Offerman and Assistant Director Griggs submitted written and presented oral reports. Director Offerman informed the board Youth Services Manager Berger resigned her position and interviews will begin tomorrow to fill that position. There will be an open house for her on Friday, June 2nd. Director Offerman also reported the library has received grant money for the annual joint Staff Development Day.

Committee Reports:

- a. Building & Grounds – Trustees walked the Channahon building tonight. Director Offerman will prepare a project list based on the walk-through. Next month the committee will do a walk-through at Minooka at 5:30 p.m.

Old and New Business:

- a. Crossroads 55 IGA - Director of Community Development & Information Systems, Mike Petrick from the Village of Channahon was in attendance to present the final agreement and answer any questions. Trustee Ferguson moved, seconded by McEvelly-Reed to approve the agreement. Ayes: Chesson, Ferguson, McEvelly-Reed and Swick. Absent: Doyle and McSteen.
- b. Minooka Hotel Associates Tax Abatement – Trustees reviewed the final abatement which was previously approved.
- c. Strategic Planning – Trustees and Managers will be attending the strategic planning workshop on Saturday with FacetoFace Communications.
- d. Staff Salaries – Tabled until June when all trustees will be in attendance.
- e. Atlas Annual Trustee Workshop – Trustees are to let Director Offerman know if they would like to attend.
- f. Policies –
 - a. Operating Policy – Trustee Chesson moved, seconded by McEvelly-Reed to amend the Operating Policy as presented. Ayes: Chesson, Ferguson, McEvelly-Reed and Swick. Absent: Doyle and McSteen.
 - b. Confidentiality of Library Records – The policy was reviewed by Trustees.

- g. Office Equipment – Director Offerman presented a contract from Martin Whalen for the lease of two new copiers and toner on those copiers and two existing printers. Trustee Chesson moved, seconded by Ferguson to approve the contract from Martin Whalen. Ayes: Chesson, Ferguson, McEvelly-Reed and Swick. Absent: Doyle and McSteen.

Adjournment: Trustee Swick moved, seconded by Chesson to adjourn the meeting at 6:45 p.m. wishing everyone a Happy Mother's Day. Motion carried by voice vote with 4 ayes.

Respectfully submitted,

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