



Three Rivers Public Library District Channahon & Minooka IL Board Meeting Minutes November 8, 2017

Call to order: The meeting was called to order at 6:00 p.m. by President Pro-Tem Swick and a quorum was established. Trustees present were: Chesson, Doyle, McEvelly-Reed, McSteen, Petersen and Swick. Absent: Ferguson. Also present: Director Offerman, Assistant Director Griggs and Recording Secretary Esposito.

Public Comments: None

Review and Approval of minutes: The October Board Meeting minutes were approved as presented.

Treasurer's Report: Treasurer Chesson reviewed the October financials. Trustee Chesson moved, seconded by McEvelly-Reed to approve the October 2017 expenses in the amount of \$48,777.31. Ayes: Chesson, Doyle, McEvelly-Reed, McSteen, Petersen and Swick. Absent: Ferguson.

Staff Reports: Director Offerman and Assistant Director Griggs submitted written and presented oral reports. Director Offerman informed the board that the blessing boxes are being painted and they should be installed by November 15th. The library is doing a food drive along with Families of Faith Church until November 18th. Director Offerman requested to plan the programs at the Channahon and Minooka festivals without presenting to the board each year since it is a library program. The board agreed to allow Director Offerman to determine the programming at the festivals. The library's Family Reading Night was Monday and it was well attended at both locations. Director Offerman is still in the process of locating our safe deposit box key. Trustee Petersen and Trustee Doyle shared their positive experiences at the ILA conference.

Committee Reports:

- a. Building & Grounds – Nothing to report.

Old and New Business:

- a. Strategic Planning – Director Offerman met with architect, Rick McCarthy who will be working on the visioning plan for the library. Craig Meadows will be focusing on the buildings' facilities assessment.
- b. Ordinance 2017-ORD8 Levy – Trustees reviewed the levy. The levy will be approved at a Special Board Meeting on November 20th at 6:00 p.m.
- c. Logo – Director Offerman requested the board to update our logo using a professional designer. Trustees were in agreement to looking into possibly changing our logo as we move along with our strategic planning.
- d. Personnel Policy - Trustee Petersen moved, seconded by Doyle to approve the changes to the Personnel Policy with a retroactive effective date of 10/1/17. Ayes: Chesson, Doyle, McEvelly-Reed, McSteen, Petersen and Swick. Absent: Ferguson.

- e. Per Capita Grant – Chapter 12 Review – Trustees reviewed the chapter in order to meet the grant requirement and further discussed items that should be addressed such as a panic button and more lights in the parking lot including motion lights.
- f. Book Drop – Director Offerman discussed the possibility of purchasing a new book drop for Minooka. Trustee Doyle moved, seconded by Chesson to approve the purchase of a dual book drop with an extra cart not to exceed \$10,000. Ayes: Chesson, Doyle, McEvilly-Reed, Petersen and Swick. Absent: Ferguson and McSteen.

Adjournment: Trustee Swick moved, seconded by Chesson to adjourn the meeting at 6:50 p.m. wishing everyone a happy Thanksgiving. Motion carried by a voice vote with 5 ayes.

Respectfully submitted,

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