



Three Rivers Public Library District Channahon & Minooka IL Board Meeting Minutes October 11, 2017

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

Public Comments: None

Review and Approval of minutes: The September Building & Grounds and September Board Meeting minutes were approved as presented.

Treasurer's Report: Treasurer Chesson reviewed the September financials. Trustee Chesson moved, seconded by Doyle to approve the September 2017 expenses in the amount of \$57,456.77. Ayes: Chesson, Doyle, McEvelly-Reed, McSteen and Swick. Absent: Ferguson and Petersen.

Staff Reports: Director Offerman and Assistant Director Griggs submitted written and presented oral reports. Director Offerman informed the board that on a social media site, someone has voiced their displeasure about our youth programs. Director Offerman has reached out to the patron and will be meeting with the patron to discuss their concerns.

Committee Reports:

- a. Building & Grounds – Nothing to report. The committee will continue to meet regularly to discuss the strategic planning process. The committee's next meeting will be November 8th at 5:30 p.m. in Minooka.

Old and New Business:

- a. Audit – Auditor Joe Martin was in attendance to present our audit. Trustee Chesson moved, seconded by McSteen to approve the audit. Ayes: Chesson, Doyle, McEvelly-Reed, McSteen and Swick. Absent: Ferguson and Petersen.
- b. Strategic Planning – A new proposal from Studio GC was distributed which provided options for reduction in costs to the Visioning and Master Plans which were presented at the September meeting. Director Offerman has requested the library not apply for the Live & Learn Grant at this time. Once Studio GC has completed its analysis and further plans for the library are determined, if the grant is still available, the library will decide at that time if we want to apply. Director Offerman recommended accepting option 1 presented by Studio GC. Trustee Doyle moved, seconded by Chesson to accept Option 1 from the revised proposal from Studio GC for a cost of \$25,000. Ayes: Chesson, Doyle, McEvelly-Reed, McSteen and Swick. Absent: Ferguson and Petersen. Director Offerman will discuss with Studio GC the specific costs of reimburseable expenses and obtain an estimate of those expenses.
- c. Conference Request – Trustee Chesson moved, seconded by McSteen to approve Director Offerman, Adult Services Manager Robertson and Youth Services Manager Maxwell to attend the PLA conference in Philadelphia at a cost not to exceed \$5,505.

Ayes: Chesson, Doyle, McEvelly-Reed, McSteen and Swick. Absent: Ferguson and Petersen.

- d. Channahon Outdoor Sign – At this time the outdoor sign will be tabled until our Strategic Planning is complete.
- e. Blessing Boxes – Trustees further discussed the locations of the boxes at both locations.
- f. Annual Holiday Dinner – The dinner will be at Chapin's East in Minooka on Wednesday, December 13th at 6:30 p.m.

Adjournment: Trustee Swick moved, seconded by Chesson to adjourn the meeting at 6:53 p.m. saying Go Cubs and Happy Halloween. Motion carried by a voice vote with 5 ayes.

Respectfully submitted,

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