



Three Rivers Public Library District Channahon & Minooka IL Board Meeting Minutes September 13, 2017

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

Budget and Appropriation Hearing: No one appeared.

Public Comments: None

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

Treasurer's Report: Treasurer Chesson reviewed the July & August financials. Trustee Chesson moved, seconded by Petersen to approve the August 2017 expenses in the amount of \$50,949.86. Ayes: Chesson, Doyle, Ferguson, McEvelly-Reed, Petersen and Swick. Absent: McSteen.

Staff Reports: Director Offerman and Assistant Director Griggs submitted written and presented oral reports. Director Offerman reported a long term employee retired after 20 years. Interviews have begun for the three open positions currently available. The Live and Learn Construction Grant is once again being offered which the library may want to submit an application. Director Offerman reviewed some statics which were reported on the Illinois Public Library Annual Report (IPLAR).

Committee Reports:

- a. Building & Grounds – The committee met tonight and Chair Chesson reviewed the outstanding project list and discussed the building renovations.

Old and New Business:

- a. Ordinance 2017-7 Budget and Appropriations – Trustee Doyle moved, seconded by McEvelly-Reed to approve Ordinance 2017-7 Budget and Appropriations. Ayes: Chesson, Doyle, Ferguson, McEvelly-Reed, Petersen and Swick. Absent: McSteen.
- b. Resolution 2017-2 Estimate of Funds Needed – Trustee McEvelly-Reed moved, seconded by Swick to approve Resolution 2017-2 Estimate of Funds Needed. Ayes: Chesson, Doyle, Ferguson, McEvelly-Reed, Petersen and Swick. Absent: McSteen.
- c. Estimate of Revenues – Trustee Chesson moved, seconded by Petersen to approve Estimate of Revenues. Ayes: Chesson, Doyle, Ferguson, McEvelly-Reed, Petersen and Swick. Absent: McSteen.
- d. Strategic Planning – Craig Meadows was in attendance from Studio GC to discuss our possible upcoming restructuring of Minooka. Trustees discussed their thoughts regarding a restructure. Director Offerman will discuss further with Studio GC the specific areas that we can eliminate from the Visioning and Master Plan since we have completed some of the items previously.

- e. Conference Request – Trustee McEvilly-Reed moved, seconded by Chesson to approve any trustee to attend the ILA conference. Ayes: Chesson, Doyle, Ferguson, McEvilly-Reed, Petersen and Swick. Absent: McSteen.
- f. Operating Policy – Trustee Petersen moved, seconded by Swick to approve the Operating Policy as presented. Ayes: Chesson, Doyle, Ferguson, McEvilly-Reed, Petersen and Swick. Absent: McSteen.
- g. Channahon Outdoor Sign – Tabled
- h. Blessing Boxes – Lilly Petersen, President of the Interact Club and Nicole Bolek were present and discussed what the blessing boxes will look like, when they will be ready and thoughts about how they will be filled. Afterwards, trustees discussed where the boxes will be placed at each location.
- i. Snow Plowing – A quote will be obtained from Celtic Landscaping.
- j. Annual Holiday Dinner – Tabled
- k. Per Capita Grant Requirement – Safety Video - Trustees are to watch the video and report to Director Offerman after they have viewed the video to complete the Per Capita Grant Requirement.

Adjournment: Trustee Swick moved, seconded by Petersen to adjourn the meeting at 7:44 p.m. reminding everyone that next week is Constitution Week . Motion carried by a voice vote with 6 ayes.

Respectfully submitted,

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