



## **Three Rivers Public Library District Channahon & Minooka IL Board Meeting Minutes January 12, 2022**

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, Hoppe, Malone, McEvilly-Reed (remote) and Swick. Absent: Doyle and McSteen. Also present: Director Offerman, Assistant Director Griggs and Recording Secretary Esposito.

Review and Approval of Consent Agenda: Trustee Chesson moved, seconded by Hoppe to accept the Consent Agenda. Ayes: Chesson, Hoppe, Malone, McEvilly-Reed and Swick. Absent: Doyle and McSteen

Public Comments: None

Committee Reports:

- a. Building & Grounds – The committee did not meet.

Old and New Business:

- a. Communications Manager Job Description – Trustee Hoppe moved, seconded by Malone to approve the Communications Manager Job Description. Ayes: Chesson, Hoppe, Malone, McEvilly-Reed and Swick. Absent: Doyle and McSteen.
- b. Insurance Policies – Director Offerman reviewed the insurance review by Cook and Kocher Insurance Agency and compared the proposal to our current coverages. Trustees agreed to stay with our current insurers at this time. Trustee Hoppe requested Director Offerman provide the board with all coverages including those currently listed as unable to find. Director Offerman will present an additional analysis next year which will include a library consortium that we have access to.
- c. Proposed Tryon St. TIF District – Tom Durkin and Mike Petrick presented the TIF proposal to the board. No action was taken at this time.
- d. Unattended Children Policy – Trustee Malone moved, seconded by Hoppe to adopt the Unattended Children Policy effective 1/12/2022. Ayes: Chesson, Hoppe, Malone, McEvilly-Reed and Swick. Absent: Doyle and McSteen.
- e. Patron Behavior Policy – Trustee Hoppe moved, seconded by Chesson to approve the changes to the Patron Behavior Policy effective 1/12/2022. Ayes: Chesson, Hoppe, Malone, McEvilly-Reed and Swick. Absent: Doyle and McSteen.
- f. Personnel Policy – Trustee Hoppe moved, seconded by McEvilly-Reed to approve the Personnel Policy changes as presented retroactively effective 12/26/2021. Ayes: Chesson, Hoppe, Malone, McEvilly-Reed and Swick. Absent: Doyle and McSteen.

- g. COVID-19 Update – Director Offerman reviewed the revised protocols for Covid-19. The library hosted a Covid-19 testing site on January 2<sup>nd</sup> and a second date has been scheduled for January 16<sup>th</sup> at the Village of Minooka.
- h. Director Evaluation – Tabled until February.
- i. Strategic Planning – The potential logos will be presented to the board at the February board meeting.

Adjournment: Trustee Swick moved, seconded by Chesson to adjourn the meeting at 7:30 p.m. noting that Monday is the Martin Luther King holiday. Motion carried by a voice vote with 5 ayes.

Respectfully submitted,

Diane Chesson, Secretary  
Board of Library Trustees  
Three Rivers Public Library District