



**Three Rivers Public Library District
Channahon & Minooka IL
Board Meeting Minutes
November 13, 2019**

Call to order: The meeting was called to order at 6:00 p.m. by President Swick and a quorum was established. Trustees present were: Chesson, Doyle, McEvelly-Reed, Petersen, Swick and Young. Absent: McSteen. 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 Petersen reviewed the October financials. Trustee Petersen moved, seconded by Doyle to approve the October 2019 expenses in the amount of \$57,514.69. Ayes: Chesson, Doyle, McEvelly-Reed, Petersen and Young. Absent: McSteen.

Staff Reports: Director Offerman and Assistant Director Griggs submitted written and presented oral reports. Director Offerman reported the staff holiday dinner will be at Giordano's on December 11th and discussed the library's involvement with community holiday donation opportunities. Director Offerman is following up with the village regarding the tree on the easement near the library.

Committee Reports:

- a. Building & Grounds – Nothing to report.
- b. Community Outreach – Nothing to report.

Old and New Business:

- a. Strategic Planning – Nothing to report.
- b. Ordinance 2019-ORD4 Levy – Trustee Petersen moved, seconded by Chesson to approve Ordinance 2019-ORD4 Levy. Ayes: Chesson, Doyle, McEvelly-Reed, Petersen and Young. Absent: McSteen.
- c. Ordinance 2019-ORD5 Crossroads 55 – Trustee Chesson moved, seconded by Petersen to approve Ordinance 2019-ORD5 Crossroads 55. Ayes: Chesson, Doyle, McEvelly-Reed, Petersen and Young. Absent: McSteen.
- d. Resolution 2019-RES2 Participation in Tax Abatement – Trustee Doyle moved, seconded by Petersen to approve Resolution 2019-RES2 Participation in Tax Abatement. Ayes: Chesson, Doyle, McEvelly-Reed, Petersen and Young. Absent: McSteen.
- e. Cash Receipts and Disbursements – Trustee Petersen moved, seconded by Young to approve Cash Receipts and Disbursements. Ayes: Chesson, Doyle, McEvelly-Reed, Petersen and Young. Absent: McSteen.
- f. Friends of the Library – The Friends meeting was on November 11th. The book or treat event was successful and almost 150 people attended. The next meeting will be in

January. The book nook is being eliminated in Channahon, however, the Friends will be holding book sales throughout the year.

- g. Per Capita Grant – A checklist was handed out to Trustees. Trustee Petersen recapped the required webinar needed for the grant.
- h. Channahon Fence – A second bid was submitted to replace the fences at Channahon. The fence project will be tabled at this time.
- i. Channahon Parking Lot Lights – Trustee Young moved, seconded by Chesson to approve the Elliott Electric estimate for \$2,350. Ayes: Chesson, Doyle, McEvelly-Reed, Petersen and Young. Absent: McSteen.
- j. Minooka HVAC – A third bid was distributed to the board for the Minooka HVAC. Trustee Chesson moved, seconded by Petersen to approve the estimate by Johansen & Anderson to provide the HVAC replacement on the 1st floor of Minooka for a cost not to exceed \$15,795. Ayes: Chesson, Doyle, McEvelly-Reed, Petersen and Young. Absent: McSteen.
- k. Consent of Program Participants Policy – Trustee McEvelly-Reed moved, seconded by Young to approve the review of the Consent of Program Participants Policy effective 11/13/19. Ayes: Chesson, Doyle, McEvelly-Reed, Petersen and Young. Absent: McSteen.

Adjournment: Trustee Swick moved, seconded by Petersen to adjourn the meeting at 6:44 p.m. wishing Nora Swick a happy first birthday, everyone a Happy Thanksgiving, Merry Christmas and a Happy New Year. Motion carried by a voice vote with 6 ayes.

Respectfully submitted,

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