



**Three Rivers Public Library District
Channahon & Minooka IL
Board Meeting Minutes
October 9, 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, McSteen, Swick and Young. Absent: Petersen. Also present: Director Offerman, Assistant Director Griggs and Recording Secretary Esposito.

Public Comments: None

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

Treasurer's Report: Director Offerman reviewed the September financials. Trustee Chesson moved, seconded by McEvelly-Reed to approve the September 2019 expenses in the amount of \$47,505.16. Ayes: Chesson, Doyle, McEvelly-Reed, McSteen and Young. Absent: Petersen.

Staff Reports: Director Offerman and Assistant Director Griggs submitted written and presented oral reports. Director Offerman reminded Trustees that her evaluation will be coming up for review soon. Director Offerman also informed the board that flowers were ordered for a former Trustee's loss of his son and the Per Capita Grant money has been received for FY18.

Committee Reports:

- a. Building & Grounds – Nothing to report. Trustee Chesson mentioned that a tree along the easement outside of Channahon is dying. Director Offerman will follow up with the village for possible removal or replacement.
- b. Community Outreach – The committee met on October 2nd. Trustees Young and Doyle recapped the meeting which focused on the community survey.

Old and New Business:

- a. Joe Martin was in attendance to review the audit. Trustee Doyle moved, seconded by McSteen to approve the annual audit. Ayes: Chesson, Doyle, McEvelly-Reed, McSteen and Young. Absent: Petersen.
- b. Strategic Planning – Nothing to report.
- c. Community Survey - Trustee Young moved, seconded by McSteen to approve the Community Survey estimate provided by HR Source at a cost not to exceed \$3,000. Ayes: Chesson, Doyle, McEvelly-Reed, McSteen and Young. Absent: Petersen.
- d. Friends of the Library – The next meeting is on Monday, October 14th. The Friends are still planning for Book or Treat on October 26th and organizing the basement in Minooka.
- e. Public Library Association Conference – Trustee Chesson moved, seconded by Doyle to approve the attendance of three staff to attend the PLA conference in Nashville, TN for a cost not to exceed \$5,000. Ayes: Chesson, Doyle, McEvelly-Reed, McSteen and Young. Absent: Petersen.

- f. Channahon Fence – The estimate approved last month was amended by the Marchio Fence to reflect the required payment of prevailing wages. Additional estimates are being obtained for the fences at Channahon.
- g. Channahon Parking Lot Lights – Tabled until next meeting when an estimate for LED lights in the parking lot will be presented.

Adjournment: Trustee Swick moved, seconded by Doyle to adjourn the meeting at 6:35 p.m. thinking of our past Trustee Jim Satorius and the loss of his son. Motion carried by a voice vote with 5 ayes.

Respectfully submitted,

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