



**Three Rivers Public Library District
Channahon & Minooka IL
Board Meeting Minutes
September 11, 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: Doyle, McEvelly-Reed, McSteen, Petersen (6:02), Swick and Young. Absent: Chesson. 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 August Board Meeting minutes were approved as presented.

Treasurer's Report: Director Offerman reviewed the August financials. Trustee Young moved, seconded by Doyle to approve the August 2019 expenses in the amount of \$46,698.71. Ayes: Doyle, McEvelly-Reed, McSteen and Young. Absent: Chesson and Petersen.

Staff Reports: Director Offerman and Assistant Director Griggs submitted written and presented oral reports.

Committee Reports:

- a. Building & Grounds – Nothing to report.
- b. Community Outreach – The committee will meet on September 12th. Trustee Young stated that they will be meeting with HR Source regarding the cost of administering a survey and how to proceed with that survey.

Old and New Business:

- a. Strategic Planning – Nothing to report.
- b. Friends of the Library – The next meeting is on Monday, September 16th. The Friends will be planning for Book or Treat on the day of the Halloween parade and they are working on organizing the Minooka basement.
- c. Ordinance 2019-3 Budget and Appropriation – Trustee McEvelly-Reed moved, seconded by McSteen to approve Ordinance 2019-3 Budget and Appropriation. Ayes: Doyle, McEvelly-Reed, McSteen, Petersen and Young. Absent: Chesson.
- d. Resolution 2019-1 Estimate of Funds Needed – Trustee McEvelly-Reed moved, seconded by Young to approve Resolution 2019-1 Estimate of Funds Needed. Ayes: Doyle, McEvelly-Reed, McSteen, Petersen and Young. Absent: Chesson.
- e. Estimate of Revenues – Trustee Petersen moved, seconded by Doyle to approve the Estimate of Revenues. Ayes: Doyle, McEvelly-Reed, McSteen, Petersen and Young. Absent: Chesson.
- f. FOIA Policy – Trustee Young moved, seconded by McSteen to approve the FOIA policy as presented. Ayes: Doyle, McEvelly-Reed, McSteen, Petersen and Young. Absent: Chesson.

- g. Channahon Fence – Trustee Young moved, seconded by Petersen to approve the estimate by Marchio Fence to replace both the dumpster and air conditioning fences at Channahon at a cost not to exceed \$7,700. Ayes: Doyle, McEvilly-Reed, McSteen, Petersen and Young. Absent: Chesson.
- h. Self-checkout Machines – A patron reached out to Director Offerman and Trustee Chesson requesting self-checkout machines not be purchased. Director Offerman discussed the self-checkout machines with our IT person and discovered we would need to get some equipment and move some equipment in order to accommodate the machines. Trustees discussed the pros and cons and it was agreed to hold off on the machines and possibly revisit when progress is made toward a reconfiguration of our building(s).
- i. Annual Holiday Dinner – Trustees were open to allow staff to determine what they would like to do for the dinner.
- j. Per Capita Grant Requirement – An organizational webinar will be completed by Trustee Petersen who will report back to the board to fulfill a Per Capita application requirement.

Adjournment: Trustee Swick moved, seconded by Petersen to adjourn the meeting at 6:42 p.m. noting that today is 9/11 and a day that we will not forget. Motion carried by a voice vote with 5 ayes.

Respectfully submitted,

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