



**Three Rivers Public Library District
Channahon & Minooka IL
Board Meeting Minutes
January 8, 2020**

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, McSteen, Petersen, Swick and Young. Absent: McEvilly-Reed. Also present: Director Offerman, Assistant Director Griggs and Recording Secretary Esposito.

Public Comments: None

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

Treasurer's Report: Treasurer Petersen reviewed the November and December financials. Trustee Petersen moved, seconded by McSteen to approve the November 2019 expenses in the amount of \$45,131.82. Ayes: Chesson, Doyle, McSteen, Petersen and Young. Absent: McEvilly-Reed. Trustee Petersen moved, seconded by Doyle to approve the December 2019 expenses in the amount of \$53,631.46. Ayes: Chesson, Doyle, McSteen, Petersen and Young. Absent: McEvilly-Reed.

Staff Reports: Director Offerman and Assistant Director Griggs submitted written and presented oral reports. Director Offerman reported that a grant was received for our refurbished public computers. The furnace on the first floor has been replaced and is working well. Eight staff members will be going through the Narcan training. Director Offerman received a request from a resident who is not one of our patrons, requesting we fly a POW/MIA flag. Trustees discussed the request and decided they would not like to fly 2 flags on the same pole and do not want to install a second pole. The staff had a good time at the holiday dinner at Giordano's and one staff member mentioned they miss having the trustees at the dinner. A directory will be created so trustees and staff can get to know each other.

Committee Reports:

- a. Building & Grounds – Nothing to report.
- b. Community Outreach – Trustee Doyle will be the new chair for the Community Outreach Committee. The committee is finishing up the community survey. The survey will be sent out via email including eBlasts through community resources such as the schools. It will also be given out at local social events throughout the community.

Old and New Business:

- a. Strategic Planning – Nothing to report.
- b. Resolution 2020-RES1 US Cold Storage Tax Abatement – Trustee Petersen moved, seconded by McSteen to approve Resolution 2020-RES1 US Cold Storage Tax Abatement. Ayes: Chesson, Doyle, McSteen, and Petersen. Nays: Young. Absent: McEvilly-Reed.
- c. Friends of the Library - The Trivia night will be April 4th and the Friends are planning a book sale in March.

- d. Personnel Policy – Director Offerman discussed the changes. Trustee Petersen requested a meeting with Director Offerman regarding the minimum wage and double time portion of the policy at a later date. Trustee Young moved, seconded by Doyle to approve the Personnel Policy as amended effective 1/1/2020. Ayes: Chesson, Doyle, McSteen, Petersen and Young. Absent: McEvelly-Reed.
- e. Resolution 2020-RES2 Workplace Transparency Act - Trustee Doyle moved, seconded by Young to approve Resolution 2020-RES2 Workplace Transparency Act. Ayes: Chesson, Doyle, McSteen, Petersen and Young. Absent: McEvelly-Reed.
- f. Drug & Alcohol Policy – Trustee McSteen moved, seconded by Chesson to approve the Drug and Alcohol policy effective 1/8/2020. Ayes: Chesson, Doyle, McSteen, Petersen and Young. Absent: McEvelly-Reed.
- g. Director Evaluation – Trustee Doyle reviewed the director evaluation. Trustees would like to have a Trustee Workshop on a Saturday morning. Director Offerman will come up with some dates and a location to start planning it.
- h. Per Capita Grant Trustee Facts File Chapter Review – Trustees have reviewed the chapters required for the Per Capita Grant application.

Adjournment: Trustee Swick moved, seconded by Doyle to adjourn the meeting at 7:02 p.m. wishing everyone a happy 2020 and Laurie a happy 10 year anniversary and Debbie a happy 5 year anniversary. Motion carried by a voice vote with 5 ayes.

Respectfully submitted,

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