



Three Rivers Public Library District Channahon & Minooka IL Board Meeting Minutes March 11, 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, McEvelly-Reed, McSteen, Petersen, Swick and Young. Absent: Doyle. Also present: Director Offerman, Assistant Director Griggs and Recording Secretary Esposito.

Public Comments: None

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

Treasurer's Report: Treasurer Petersen reviewed the February financials. Trustee Petersen moved, seconded by Chesson to approve the February 2020 expenses in the amount of \$39,466.33. Ayes: Chesson, McEvelly-Reed, McSteen, Petersen and Young. Absent: Doyle.

Staff Reports: Director Offerman and Assistant Director Griggs submitted written and presented oral reports. Director Offerman reported the Minooka library will no longer be a location shoot for a television show. Director Offerman reminded trustees that Statement of Economic Interests must be completed and submitted to the county. There will be a ribbon cutting on March 23rd at 6:00 p.m. for our new meeting room in Channahon. Director Offerman mentioned she will be adding a pandemic procedure to our Emergency Preparedness Manual due the Coronavirus.

Committee Reports:

- a. Building & Grounds – The Building & Grounds committee will meet April 8th at 5:00 p.m. at the Minooka library.
- b. Community Outreach – The committee did not meet. The survey has been finalized and Director Offerman is working on options to disseminate the survey to the community.
- c. Finance – Director Offerman will work with Trustees McSteen and Petersen to schedule the committee meeting.

Old and New Business:

- a. Studio GC Proposal – A new proposal from Studio GC was distributed to Trustees. The proposal focused on the Ridge Road property. Trustees discussed the pros and cons of the proposal. Trustee Chesson moved, seconded by Young to approve the proposal from Studio GC at a cost not to exceed \$7,500. Ayes: Chesson, McEvelly-Reed, McSteen, Petersen and Young. Absent: Doyle:
- b. Strategic Planning – Nothing to report.
- c. Friends of the Library – Director Offerman reported Trivia Night is April 4th. The Friends purchased the new furniture for the Channahon meeting room. The Friends will also be paying for the staff lunch for National Library Day and new chairs for staff on the first floor of Minooka.

- d. By Laws Ordinance 2020-ORD1 – The By Laws were amended to add a Consent Agenda to the Board Meeting. Trustee Petersen moved, seconded by McEvelly-Reed to approve the By Laws Ordinance 2020-ORD1 as presented. Ayes: Chesson, McEvelly-Reed, McSteen, Petersen and Young. Absent: Doyle.
- e. Reaching Forward Conference – Trustee Young moved, seconded by Petersen to approve four employees attend the Reaching Forward Conference at a cost not to exceed \$670. Ayes: Chesson, McEvelly-Reed, McSteen, Petersen and Young. Absent: Doyle.
- f. Collection Development – Trustee Chesson moved, seconded by McSteen to approve the review of the Collection Development policy effective 3/11/2020. Ayes: Chesson, McEvelly-Reed, McSteen, Petersen and Young. Absent: Doyle.
- g. Minooka State of the Village – The Minooka State of the Village will be on April 8th at 11:30 a.m. at the Minooka Village Hall and four trustees will be attending.
- h. Executive Session to Review Closed Session Minutes 5ILCS 120/2(c)2 – Trustees did not convene for an executive session. The minutes will remain closed.

Adjournment: Trustee Swick moved, seconded Chesson to adjourn the meeting at 6:45 p.m. wishing everyone a Happy St. Patrick's Day and hoping everyone is able to avoid the pandemic. Motion carried by a voice vote with 5 ayes.

Respectfully submitted,

Wendy McSteen, Secretary Pro Tem
Board of Library Trustees
Three Rivers Public Library District