



**Three Rivers Public Library District  
Channahon & Minooka IL  
Board Meeting Minutes  
June 9, 2021**

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

Oath of Office: Director Offerman administered the Oath of Office to elected Trustees Doyle, McEvilly-Reed and McSteen.

Call to order: The meeting was called to order at 6:05 p.m. by President Swick and a quorum was established. Trustees present were: Chesson, Doyle, Hoppe, McEvilly-Reed, McSteen and Swick. Absent: Petersen. Also present: Director Offerman, Assistant Director Griggs and Recording Secretary Esposito.

Election of Officers: Trustee McSteen moved, seconded by Chesson to elect Trustee Doyle President. Ayes: Chesson, Hoppe, McEvilly-Reed, McSteen and Swick. Abstain: Doyle. Absent: Petersen. Trustee Chesson moved, seconded by Doyle to elect Trustee McSteen Vice President. Ayes: Chesson, Doyle, Hoppe, McEvilly-Reed and Swick. Abstain: McSteen. Absent: Petersen. Trustee Doyle moved, seconded by Swick to elect Trustee Chesson for Secretary. Ayes: Doyle, Hoppe, McEvilly-Reed, McSteen and Swick. Abstain: Chesson. Absent: Petersen. Trustee Hoppe moved, seconded by McSteen to elect Trustee McEvilly-Reed as Treasurer. Ayes: Chesson, Doyle, Hoppe, McSteen and Swick. Abstain: McEvilly-Reed. Absent: Petersen.

Review and Approval of Consent Agenda: Approval of the May meeting minutes was moved to the regular agenda. The remaining May Consent Agenda was approved. Trustee McEvilly-Reed moved, seconded by Swick to accept the Consent Agenda with the approval of the May meeting minutes removed. Ayes: Chesson, Hoppe, McEvilly-Reed, McSteen and Swick. Absent: Petersen.

Public Comments: None

Review and Approval of minutes: The May Board Meeting minutes were approved as amended.

Committee Reports:

- a. Building & Grounds – The Building & Grounds committee met on June 9<sup>th</sup>. Chair Chesson reviewed the list of projects to be completed at Channahon. The next Building & Grounds meeting will be July 14<sup>th</sup> at 5:30 p.m. for the walk around at Minooka.

Old and New Business:

- a. Committee Assignments – The Finance Committee will consist of Chair McEvilly-Reed, Trustee Hoppe and Director Offerman. The Buildings & Grounds Committee will consist of Chair McSteen, Trustees Swick and Doyle.
- b. Covid-19 Update – Director Offerman stated that the State of Illinois is slated to go into Stage 5 on Friday. The meeting and study rooms will not be opened at this time, however, will be taken under consideration for opening in the fall.
- c. Strategic Planning – The consultant has completed the staff and trustee retreats. The consultant is working on a draft for presentation at the July Board meeting with the final presented at the August meeting for approval.
- d. Serving Our Public 4.0, Chapter 4 & 5 – Director Offerman reviewed the fourth and fifth chapters noting the checklist items that the library has met and those items that the library needs to work on.
- e. Executive Session - Executive Session to discuss personnel ILCS 120/2c1 – Trustees elected to forego an Executive Session. Trustee McEvilly-Reed moved, seconded by Swick to approve a 4% increase for Executive Director Offerman. Ayes: Chesson, Hoppe, McEvilly-Reed, McSteen and Swick. Absent: Petersen.
- f. FY22 Working Budget – Trustee Chesson moved, seconded by McSteen to approve the FY22 Working Budget. Ayes: Chesson, Hoppe, McEvilly-Reed, McSteen and Swick. Absent: Petersen.
- g. Business Manager Job Description – Trustee Chesson moved, seconded by Hoppe to approve the newly created Business Manager Job description. Ayes: Chesson, Hoppe, McEvilly-Reed, McSteen and Swick. Absent: Petersen.
- h. FY22 Board Meeting Schedule 2021-ORD1 – Trustee Chesson moved, seconded by Swick to approve the FY22 Board Meeting Schedule 2021-ORD1. Ayes: Chesson, Hoppe, McEvilly-Reed, McSteen and Swick. Absent: Petersen.

Adjournment: Trustee Doyle moved, seconded by McSteen to adjourn the meeting at 6:50 p.m. wishing everyone a Happy Father's Day, Flag Day and Fourth of July. Motion carried by a voice vote with 5 ayes.

Respectfully submitted,

Diane Chesson, Secretary  
Board of Library Trustees  
Three Rivers Public Library District