



## **Three Rivers Public Library District Channahon & Minooka IL Board Meeting Minutes March 10, 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, McEvilly-Reed, McSteen, Petersen (remote) and Swick. Also present: Director Offerman, Assistant Director Griggs and Recording Secretary Esposito.

Review and Approval of Consent Agenda: The March Consent Agenda was approved. Trustee McEvilly-Reed moved, seconded by McSteen to accept the Consent Agenda. Ayes: Chesson, Doyle, McEvilly-Reed, McSteen and Petersen.

Public Comments: None

Committee Reports:

- a. Building & Grounds – The Building & Grounds committee did not meet.
- b. Community Outreach – The Community Outreach committee did not meet.
- c. Finance Committee - Director Offerman will work with Trustees McSteen and Petersen to schedule the committee meeting.

Old and New Business:

- a. Covid-19 Update – Director Offerman reported that a vaccination clinic for staff was conducted last week. The second dose will be given on March 25th and Director Offerman requested the library be closed on Friday, March 26<sup>th</sup>. Trustees were in agreement to close.
- b. Strategic Planning – A Strategic Planning Committee has been formed and the kick off meeting will be March 18<sup>th</sup>.
- c. ILA Trustee Forum – Director Offerman included information in the packet for trustees. If any trustee is interested in attending they are to inform Director Offerman.
- d. Personnel Policy – Trustee Doyle moved, seconded by McEvilly-Reed to approve the Personnel Policy as amended effective 3/10/2021. Ayes: Chesson, Doyle, McEvilly-Reed, McSteen and Petersen.
- e. Serving Our Public 4.0, Chapter 1 – Director Offerman reviewed the first chapter pointing out those requirements that the library has met in preparation for next year's Per Capita Grant requirements.
- f. Board Vacancy – Trustees reviewed the applications submitted for the Board of Trustee position. It was agreed that all applicants will be interviewed in 15 minute increments. Director Offerman will schedule interviews for April 14<sup>th</sup> to be conducted prior to the regular board meeting.
- g. Executive Session to Review Closed Session Minutes – Trustees did not convene for an executive session. The minutes will remain closed.

Adjournment: Trustee Swick moved, seconded by Petersen to adjourn the meeting at 6:20 p.m. wishing everyone a Happy St Patrick's Day and a Happy Spring. Motion carried by a voice vote with 5 ayes.

Respectfully submitted,

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