



**Three Rivers Public Library District  
Channahon & Minooka IL  
Board Meeting Minutes  
May 12, 2021**

Call to order: The meeting was called to order at 6:07 p.m. by President Swick and a quorum was established. Trustees present were: Doyle, McEvilly-Reed, McSteen, Petersen (remote) and Swick. Absent: Chesson. Also present: Director Offerman and Recording Secretary Esposito.

Oath of Office: Secretary Doyle administered the Oath of Office to appointed Trustee Hoppe.

Call to order: The meeting was called to order at 6:09 p.m. by President Swick and a quorum was established. Trustees present were: Doyle, Hoppe, McEvilly-Reed, McSteen, Petersen and Swick. Absent: Chesson. Also present: Director Offerman and Recording Secretary Esposito.

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

Public Comments: None

Committee Reports:

- a. Building & Grounds – The Building & Grounds committee did not meet. The committee will meet on June 9<sup>th</sup> at 5:00 p.m. at Channahon for the walk-around.
- b. Finance Committee – The Finance committee did not meet.

Old and New Business:

- a. Covid-19 Update – Director Offerman informed the board that RAILS has ended the quarantine. Currently the library is still doing the quarantine, however, that will end on June 1<sup>st</sup> along with additional loosening of restrictions.
- b. Strategic Planning – The consultant has completed the Focus Groups and interviews with the community. Director Offerman will be sending a report out to trustees. The board retreat will be next Wednesday at 4:00 p.m. at the Channahon Village Hall. The staff meetings will be on May 25<sup>th</sup> conducted over 3 sessions. The preliminary report will be presented at the July board meeting and on the August agenda for approval.
- c. Resolution 2021-1 Authorizing Signatures on Financial Instruments – Trustee Doyle moved, seconded by McSteen to approve Resolution 2021-1 Authorizing Signatures on Financial Instruments. Ayes: Doyle, Hoppe, McEvilly-Reed, McSteen and Petersen. Absent: Chesson.
- d. Serving Our Public 4.0, Chapter 3 – Director Offerman reviewed the third chapter noting the checklist items that the library has met and those items that the library needs to work on.

- e. Operating Policy – Trustee McSteen moved, seconded by Hoppe to amend the Operating Policy as presented effective 5/12/2021. Ayes: Doyle, Hoppe, McEvilly-Reed, McSteen and Petersen. Absent: Chesson.
- f. FY22 Working Budget – Trustees were provided the draft of the Working Budget. The Working Budget will be presented for approval at the June meeting.

Adjournment: Trustee Swick moved, seconded by Petersen to adjourn the meeting at 6:26 p.m. noting that she will see everyone at the Wednesday meeting and wishing everyone a happy end of the Covid school year. Motion carried by a voice vote with 6 ayes.

Respectfully submitted,

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