



**Three Rivers Public Library District
Channahon & Minooka IL
Board Meeting Minutes
April 11, 2018**

Call to order: The meeting was called to order at 6:00 p.m. by President Pro-Tem Swick and a quorum was established. Trustees present were: Chesson, Doyle, McEvelly-Reed, McSteen, Petersen and Swick. Absent: Ferguson. Also present: Director Offerman, Assistant Director Griggs and Recording Secretary Esposito.

Public Comments: None

Review and Approval of minutes: The March Buildings and Grounds and Regular Board Meeting minutes were approved as presented.

Treasurer's Report: Treasurer Chesson reviewed the March financials. Trustee Chesson moved, seconded by Doyle to approve the March 2018 expenses in the amount of \$52,921.43. Ayes: Chesson, Doyle, McEvelly-Reed, McSteen, Petersen and Swick. Absent: Ferguson.

Staff Reports: Director Offerman and Assistant Director Griggs submitted written and presented oral reports. Director Offerman informed the board that a taco bar was provided for the staff for National Library Week. Director Offerman has switched phone service from AT&T to Comcast, resulting in a large money savings. Director Offerman reported that the library's attorney has confirmed that any library business used from a personal device is eligible for FOIA. A new program has been developed for communities called "Cooking it Forward" which is a live cooking show and fundraiser. Director Offerman would like the library to partake in the program and has requested Trustees to look at the "Cooking It Forward" website for their input.

Committee Reports:

- a. Building & Grounds – Nothing to report.
- b. Finance Committee – Director Offerman met with Trustees Petersen and Chesson to discuss the Working Budget draft.

Old and New Business:

- a. Strategic Planning – Architect, Rick McCarthy from Studio GC was in attendance and presented options for both facilities for the board to consider. Trustees will consider all options at future meetings.
- b. Logo – Director Offerman informed the board that Rick McCarthy is still interested in holding a logo contest to develop the library's logo, however, Director Offerman would also like to proceed with consultation from an outside firm.
- c. Drug & Alcohol Free Policy – Trustee McEvelly-Reed moved, seconded by Petersen to approve the Drug & Alcohol Free Policy as presented effective 4/11/18. Ayes: Chesson, Doyle, McEvelly-Reed, McSteen, Petersen and Swick. Absent: Ferguson.
- d. Gifts Policy – Trustee Doyle moved, seconded by McSteen to approve the Gifts Policy as presented effective 4/11/18. Ayes: Chesson, Doyle, McEvelly-Reed, McSteen, Petersen and Swick. Absent: Ferguson.

- e. Open Meetings Act Policy – Trustee McSteen moved, seconded by Doyle to approve the Open Meetings Act Policy as presented effective 4/11/18. Ayes: Chesson, Doyle, McEvelly-Reed, McSteen, Petersen and Swick. Absent: Ferguson.
- f. By-Laws 2018-ORD1 –Trustee McSteen moved, seconded by Petersen to approve Ordinance 2018-ORD1 By-Laws of the Board of Library Trustees effective 4/11/18. Ayes: Chesson, Doyle, McEvelly-Reed, McSteen, Petersen and Swick. Absent: Ferguson.
- g. FY19 Working Budget – Director Offerman reviewed a draft of the FY19 Working Budget.
- h. Laconi Trustee Banquet – This banquet will be held on May 18th. Any Trustee interested in attending should inform Director Offerman.
- i. Atlas Trustee Day Workshop – The workshop will be held May 19th. Any Trustee interested in attending should inform Director Offerman. Trustees Doyle, McEvelly-Reed and McSteen confirmed at the meeting that they would attend.
- j. ILA Reaching Forward Request – Trustee Chesson moved, seconded by Petersen to approve Adult Services Assistant Brown and Youth Services Assistant Kasperkiewski-Lake to attend the ILA Reaching Forward Conference on May 4th. Ayes: Chesson, Doyle, McEvelly-Reed, McSteen, Petersen and Swick. Absent: Ferguson.
- k. MA HR Essentials Request – Trustee Petersen moved, seconded by McSteen to approve Administrative Assistant Esposito to attend the Management Association HR Essentials Conference from May 22nd – 24th. Ayes: Chesson, Doyle, McEvelly-Reed, McSteen, Petersen and Swick. Absent: Ferguson.

Adjournment: Trustee Swick moved, seconded by Chesson to adjourn the meeting at 8:03 p.m. wishing everyone a happy National Library Week. Motion carried by a voice vote with 6 ayes.

Respectfully submitted,

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