



**Three Rivers Public Library District
Channahon & Minooka IL
Board Meeting Minutes
August 14, 2019**

Call to order: The meeting was called to order at 5:58 p.m. by President Swick and a quorum was established. Trustees present were: Chesson, Doyle, McEvelly-Reed, McSteen, Petersen and Swick. Absent: Young. Also present: Director Offerman, Assistant Director Griggs and Recording Secretary Esposito.

Public Comments: None

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

Treasurer's Report: Treasurer Petersen reviewed the July financials. Trustee Petersen moved, seconded by Doyle to approve the revised June 2019 expenses in the amount of \$112,513.24. Ayes: Chesson, Doyle, McEvelly-Reed, McSteen and Petersen. Absent: Young. Trustee Petersen moved, seconded by McSteen to approve the July 2019 expenses in the amount of \$26,472.84. Ayes: Chesson, Doyle, McEvelly-Reed, McSteen and Petersen. Absent: Young.

Staff Reports: Director Offerman and Assistant Director Griggs submitted written and presented oral reports. Director Offerman discussed a letter from the City of Joliet in which they are annexing a small portion of the library district's territory. Director Offerman discussed the GeoCaching stats which were included in the packet. The board was updated on the Minooka HVAC system.

Committee Reports:

- a. Building & Grounds – Nothing to report.
- b. Community Outreach – The committee met on July 24th. Director Offerman updated the board on the committee meeting and explained they are awaiting feedback from companies who will administer the survey for us. The next committee meeting has not yet been scheduled.

Old and New Business:

- a. Strategic Planning – Nothing to report.
- b. Friends of the Library – The Friends have purchased shelving for the basement in Minooka to help organization. The next meeting will be in September.
- c. Building Walkthrough Updated – Director Offerman updated the board on the project status.
- d. FY20 Working Budget – Director Offerman reviewed the changes to the FY20 Working Budget. Trustee McEvelly-Reed moved, seconded by Chesson to approve the revised FY20 Working Budget. Ayes: Chesson, Doyle, McEvelly-Reed, McSteen and Petersen. Absent: Young.
- e. Ordinance 2019-2 Tentative Budget and Appropriation – Trustee McSteen moved, seconded by Petersen to approve Ordinance 2019-2 Tentative Budget and

Appropriation. Ayes: Chesson, Doyle, McEilly-Reed, McSteen and Petersen. Absent: Young.

- f. Policy Review:
 - a. Disposal of Surplus Materials – Trustee Doyle moved, seconded by McSteen to approve the amended Disposal of Surplus Materials policy effective 8/14/19. Ayes: Chesson, Doyle, McEilly-Reed, McSteen and Petersen. Absent: Young.
 - b. Exhibits – Trustee Petersen moved, seconded by McEilly-Reed to approve the review of the Exhibits policy effective 8/14/19. Ayes: Chesson, Doyle, McEilly-Reed, McSteen and Petersen. Absent: Young.
- g. Illinois Library Association Conference Request – Trustee McSteen moved, seconded by McEilly-Reed to approve the Illinois Library Association Conference Request not to exceed \$1,320. Ayes: Chesson, Doyle, McEilly-Reed, McSteen and Petersen. Absent: Young.
- h. Contract Renewals
 - a. Snowplowing – Director Offerman informed the board other local taxing bodies were not willing to provide snow removal services for us for a variety of reasons. Director Offerman will continue discussions with the Villages. If the Villages are not a viable option, the board agreed to continue with Celtic Landscaping for the upcoming season.
 - b. Janitorial – Trustees agreed to stay with Country Maids. A new contract with Country Maids will be executed.
- i. Self-checkout Machines – Director Offerman reviewed the estimate provided in the packet. Self-checkout machines present issues such as space for the equipment and possible software upgrades for the equipment. Director Offerman will continue to pursue self-checkouts as requested by the board. Trustees discussed whether this is an opportune time to make this purchase. The board opted to table self-checkout machines until the September meeting.

Adjournment: Trustee Swick moved, seconded by Petersen to adjourn the meeting at 6:41 p.m. congratulating Lauren Offerman on her wedded bliss and a happy 4th birthday to Gavin Swick. . Motion carried by a voice vote with 5 ayes.

Respectfully submitted,

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