



Three Rivers Public Library District Channahon & Minooka IL Board Meeting Minutes August 8, 2018

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

Public Comments: None

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

Treasurer's Report: Trustee Chesson reviewed the July financials. Trustee Chesson moved, seconded by McSteen to approve the July 2018 expenses in the amount of \$28,179.76. Ayes: Chesson, Doyle and McSteen. Absent: McEvelly-Reed and Petersen.

Staff Reports: Director Offerman and Assistant Director Griggs submitted written and presented oral reports. Director Offerman reported that on Friday the libraries will be closed due to Staff Development Day and on Sunday the library will have a float in the Three Rivers Festival parade. Assistant Director Griggs discussed the circulation numbers and the reason for the decrease in numbers.

Committee Reports:

- a. Building & Grounds – Nothing to report.

Old and New Business:

- a. Friends of the Library – A proposed guideline was presented to trustees for the Friends group. The group would be advocating and fundraising for the library. Trustees discussed possible conflicts and concerns.
- b. Strategic Planning – A contract has been drafted and forwarded to our attorney. After the attorney reviews it, the contract will be presented to the Board.
- c. Board Vacancy – Trustees would like to meet with the prospective applicants at the September meeting.
- d. Ordinance 2018-4 Tentative Budget and Appropriation – Trustee Chesson moved, seconded by McSteen to approve Ordinance 2018-4 Tentative Budget and Appropriation. Ayes: Chesson, Doyle and McSteen. Absent: McEvelly-Reed and Petersen.
- e. Investment Policy – Trustee Doyle moved, seconded by Chesson to approve the review of the Investment Policy. Ayes: Chesson, Doyle and McSteen. Absent: McEvelly-Reed and Petersen.
- f. Restricted Gift Request – A patron would like to donate on permanent loan artifacts from Briscoe Mounds. Trustee McSteen moved, seconded by Doyle to approve the restricted gift request. Ayes: Chesson, Doyle and McSteen. Absent: McEvelly-Reed and Petersen.
- g. Conference Requests
 - a. Illinois Library Association – Trustee Doyle moved, seconded by McSteen to approve Director Offerman, Assistant Director Griggs, Youth Services Manager

Maxwell and Circulation Manager Hoffman to attend the ILA conference at a cost not to exceed \$2,653.00. Ayes: Chesson, Doyle, and McSteen. Absent: McEvelly-Reed and Petersen.

- b. Illinois Genealogy Society - Trustee Chesson moved, seconded by Doyle to approve Local Historian Houchens to attend the Illinois Genealogical Conference at a cost not to exceed \$681.00. Ayes: Chesson, Doyle and McSteen. Absent: McEvelly-Reed and Petersen.
- h. Contract Renewals
 - a. Snowplowing – Trustees agreed to continue service with Celtic Landscaping.
 - b. Janitorial - Trustees agreed to continue service with Country Maids.

Adjournment: Trustee Swick moved, seconded by Chesson to adjourn the meeting at 6:33 p.m. wishing everyone a happy Three Rivers Fest. Motion carried by a voice vote with 3 ayes.

Respectfully submitted,

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