



**Three Rivers Public Library District
Channahon & Minooka IL
Board Meeting Minutes
September 12, 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, McEvelly-Reed, McSteen, Petersen and Swick. Absent: Doyle. Also present: Director Offerman, Assistant Director Griggs and Recording Secretary Esposito.

Budget and Appropriation Hearing: No one appeared.

Public Comments: None

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

Treasurer's Report: Trustee Petersen reviewed the August financials. Trustee Petersen moved, seconded by McSteen to approve the August 2018 expenses in the amount of \$47,795.22. Ayes: Chesson, McEvelly-Reed, McSteen and Petersen. Absent: Doyle.

Staff Reports: Director Offerman and Assistant Director Griggs submitted written and presented oral reports. Director Offerman reported two Reach students from Minooka High School have been hired. Trustee election packets will be available on September 18th. The library was nominated for the National Medal for Museum and Library Service by Congressman Adam Kinzinger.

Committee Reports:

- a. Building & Grounds – Nothing to report.

Old and New Business:

- a. Board Vacancy – Three potential candidates were present and trustees posed questions to select a trustee to fill the current vacancy until the April election. Trustee Chesson moved, seconded by Petersen for Samantha Young to fill the trustee vacancy position until May 2019. Ayes: Chesson, McEvelly-Reed, McSteen and Petersen. Absent: Doyle. Young will be sworn in at the October board meeting.
- b. Friends of the Library – The first meeting was held and the second will be October 15th at 6:00 p.m. in Minooka. Currently these are strategic meetings.
- c. Strategic Planning – Trustees and the architect were sent the contract for review. At the October Board meeting, trustees will discuss how to finance the project and what types of grants are available for this project.
- d. Ordinance 2018-5 Budget and Appropriation – Trustee Chesson moved, seconded by McSteen to approve Ordinance 2018-5 Budget and Appropriation. Ayes: Chesson, McEvelly-Reed, McSteen and Petersen. Absent: Doyle.
- e. Resolution 2018-1 Estimate of Funds Needed – Trustee McSteen moved, seconded by McEvelly-Reed to approve Resolution 2018-1 Estimate of Funds Needed. Ayes: Chesson, McEvelly-Reed, McSteen and Petersen. Absent: Doyle.

- f. Estimate of Revenues – Trustee Petersen moved, seconded by McSteen to approve the Estimate of Revenues. Ayes: Chesson, McEvilly-Reed, McSteen and Petersen. Absent: Doyle.
- g. Identity Protection Policy – Trustee McEvilly-Reed moved, seconded by Petersen to approve the review of the Identity Protection Policy. Ayes: Chesson, McEvilly-Reed, McSteen and Petersen. Absent: Doyle.
- h. Patron Behavior Policy – Trustee Petersen moved, seconded by McSteen to approve the Patron Behavior Policy as presented. Ayes: Chesson, McEvilly-Reed, McSteen and Petersen. Absent: Doyle.
- i. Annual Holiday Dinner – Trustees opted to not attend the dinner and allow staff to go along with a guest.
- j. Per Capita Grant Requirement – Video – Trustees are to watch a required video to meet our PCG requirement.
- k. Give Grundy – Non-profits within Grundy County work together to promote businesses together. Trustees agreed to proceed with our involvement in the membership.

Adjournment: Trustee Swick moved, seconded by Petersen to adjourn the meeting at 6:56 p.m. thinking of Michelle Petersen during her loss of her mother, those affected by hurricane Florence and Martha Swick's mother who is celebrating her 75th birthday. Motion carried by a voice vote with 5 ayes.

Respectfully submitted,

Wendy McSteen, Secretary Pro-Tem
Board of Library Trustees
Three Rivers Public Library District