



**Three Rivers Public Library District
Channahon & Minooka IL
Board Meeting Minutes
March 13, 2019**

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

Public Comments: None

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

Treasurer's Report: Treasurer Petersen reviewed the February financials. Trustee Petersen moved, seconded by Chesson to approve the February 2019 expenses in the amount of \$50,688.44. Ayes: Chesson, Doyle, McSteen, McEvelly-Reed, Petersen and Young.

Staff Reports: Director Offerman and Assistant Director Griggs submitted written and presented oral reports. Director Offerman informed the board that the LACONI Annual Trustee Banquet will be held on May 10th in Naperville in the event any trustee would like to attend.

Committee Reports:

- a. Building & Grounds – Nothing to report. A Building & Grounds committee meeting will be held April 10th at 5:30 p.m. in Minooka.

Old and New Business:

- a. Financial Advisory Services – Jamie Rachlin from Meristem Advisors was in attendance and discussed the various financial options available. Trustees felt the information provided was useful and learned there are many things to discuss in order to decide on the appropriate action.
- b. Strategic Planning – Trustees discussed larger fundraising activities in order to defray expansion and/or renovation costs. Trustees Doyle, McEvelly-Reed, McSteen and Young formed a sub-committee, Community Outreach Committee to further discuss how to involve the community in these fundraising efforts. The first meeting for the committee will be March 27th at 6:00 p.m.
Trustees also discussed the library's land on Ridge Road which should be able to accommodate a new library building. It was also discussed about a possible option to lease the land.
- c. Friends of the Library – The next meeting is Monday, March 18th. The upcoming fundraiser has been well planned and is successfully coming together. To date, eight teams have signed up for the Trivia Night with a maximum of fifteen.
- d. Reaching Forward Conference – Director Offerman requested that conferences under \$300 and in-state be approved by the Director per the Finance Policy. Trustees agreed that the Reaching Forward Conference and others under \$300 and in-state do not need

to be approved by the board. Written reports should still be included for all conferences in the board packet.

- e. Finance Policy – Trustee Young moved, seconded by McSteen to approve the Finance Policy as presented. Ayes: Chesson, Doyle, McEvelly-Reed, McSteen, Petersen and Young.
- f. Finance Committee – Chair Petersen and Trustee McSteen will meet with Director Offerman to discuss fiscal year 2020 budget.
- g. Library Insurance – Trustee Doyle requested Director Offerman to obtain quotes for our insurance when our renewal comes up again.
- h. Executive Session to Review Closed Session Minutes 5 ILCS 120/2(c)2 - Trustees did not convene for an executive session. The minutes will remain closed.

Adjournment: Trustee Swick moved, seconded by Petersen to adjourn the meeting at 7:37 p.m. wishing everyone a Happy St. Patrick's Day and Election Day. Motion carried by a voice vote with 6 ayes.

Respectfully submitted,

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