



**Three Rivers Public Library District
Channahon & Minooka IL
Board Meeting Minutes
November 14, 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, 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 October Board Meeting minutes were approved as presented.

Treasurer's Report: Treasurer Petersen reviewed the October financials. Trustee Petersen moved, seconded by McSteen to approve the October 2018 expenses in the amount of \$53,372.18. Ayes: Chesson, Doyle, McEvelly-Reed, McSteen, Petersen and Young.

Staff Reports: Director Offerman and Assistant Director Griggs submitted written and presented oral reports. Director Offerman provided an update on the Friends of the Library informing the Board they are planning on having their first fundraiser, a trivia night at Channahon on April 6th. The staff holiday party will be at Chapins East on December 12th. Designs are still being presented to us for a new logo. Trustees agreed to allow Director Offerman to purchase gift cards for the staff in lieu of a logo item since we are developing a new logo this year. Director Offerman also requested the board begin to think about what to do with the Ridge Road land.

Committee Reports:

- a. Building & Grounds – Nothing to report.

Old and New Business:

- a. Strategic Planning – Director Offerman looked at two other libraries to find how they handled expansion projects. Trustee McSteen voiced her concern about how we would fund this project prior to signing a contract with Studio GC. McSteen suggested having some financial institutions come in to discuss our options for funding. Director Offerman would be willing to reach out to find options. Trustee Young presented a sample fundraising scenario from a local non-profit organization so we can have an idea of how much we can expect from the Friends Group efforts. Trustees agreed that the contract should be tabled until they hear from outside sources regarding funding. Trustee McSteen said she would get a market analysis for our land which would let us know how much the land may be worth.
- b. Ordinance 2018-ORD6 Levy – Trustee Petersen moved, seconded by Doyle to approve Ordinance 2018-ORD6 Levy. Ayes: Chesson, Doyle, McEvelly-Reed, Petersen and Young. Absent: McSteen.
- c. Resolution 2018-RES2 Authorizing Signatures – Trustee McEvelly-Reed moved, seconded by Chesson to approve Resolution 2018-RES2 Authorizing Signatures. Ayes: Chesson, Doyle, McEvelly-Reed, Petersen and Young. Absent: McSteen.
- d. Cash Receipts and Disbursements – The Cash Receipts and Disbursements was included in the packet for the trustees.

- e. Personnel Policy – Trustee McEvilly-Reed moved, seconded by Petersen to approve the Personnel Policy as presented. Ayes: Chesson, Doyle, McEvilly-Reed, Petersen and Young. Absent: McSteen.
- f. Give Grundy – Director Offerman clarified with the board that the cost of Give Grundy is actually \$500 versus the \$200 she first thought it was. Trustees agreed to continue with our involvement.
- g. Trustee Fact Files – Chapter 8 – Trustees were given the Chapter 8 section to review for the Per Capita Grant.

Adjournment: Trustee Swick moved, seconded by Chesson to adjourn the meeting at 7:09 p.m wishing everyone a happy Thanksgiving, happy Christmas, happy new year and happy new baby. Motion carried by a voice vote with 5 ayes.

Respectfully submitted,

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