



## **Three Rivers Public Library District Channahon & Minooka IL Board Meeting Minutes February 14, 2018**

Call to order: The meeting was called to order at 6:00 p.m. by President Pro-Tem Swick and a quorum was established. Trustees present were: Chesson, Doyle, McEvelly-Reed, McSteen, Petersen and Swick. Absent: Ferguson. Also present: Director Offerman, Assistant Director Griggs and Recording Secretary Esposito.

Public Comments: None

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

Treasurer's Report: Treasurer Chesson reviewed the January financials. Trustee Chesson moved, seconded by McSteen to approve the January 2018 expenses in the amount of \$57,656.89. Ayes: Chesson, Doyle, McEvelly-Reed, McSteen, Petersen and Swick. Absent: Ferguson.

Staff Reports: Director Offerman and Assistant Director Griggs submitted written and presented oral reports. This year the library did not participate in the Family Fest. The 2016 Per Capita Grant funds were received from the State of Illinois. The library is taking part in a pilot program called Find More Illinois which is similar to an Illinois-wide catalog system. Assistant Director Griggs reported that our website will be live on March 11<sup>th</sup>.

### Committee Reports:

- a. Building & Grounds – Trustee Chesson reviewed the items needed to be completed at the Minooka location. The next Building and Grounds meeting will be March 14<sup>th</sup> at 5:45 p.m.

### Old and New Business:

- a. Strategic Planning – Nothing new to report.
- b. Logo – Director Offerman reported that Studio GC is still planning to have a staff contest for our logo but a timeline has not been discussed.
- c. Computer Use Policy – Trustee McEvelly-Reed moved, seconded by Petersen to approve the Computer Use Policy effective 2/14/18 as presented. Ayes: Chesson, Doyle, McEvelly-Reed, McSteen, Petersen and Swick. Absent: Ferguson.
- d. By-Laws 2018-ORD1 – The by-laws were presented for possible amendments including trustees attending meetings remotely. There was also mention to include term limits for officers. Director Offerman will reach out to other public elected entities to see their policy regarding term limits and officer rotation. Trustee Chesson also suggested including in the by-laws procedures for appointing a trustee and the interview process of multiple candidates.
- e. Sunday Hours During the Summer – At this time opening on Sundays during the summer will be tabled.
- f. Executive Session to discuss personnel – Trustees did not convene for an executive session.

g. Director Evaluation – Trustee Doyle reviewed the evaluations provided by the Trustees.

Adjournment: Trustee Swick moved, seconded by McSteen to adjourn the meeting at 7:08 p.m. wishing everyone a Happy Valentine's Day and extending prayers and sympathy for our staff member who has lost a daughter. Motion carried by a voice vote with 6 ayes.

Respectfully submitted,

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