



**Three Rivers Public Library District  
Channahon & Minooka IL  
Board Meeting Minutes  
February 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 and Assistant Director Griggs.

Public Comments: None

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

Treasurer's Report: Treasurer Petersen reviewed the January financials. Trustee Young moved, seconded by Petersen to approve the January 2019 expenses in the amount of \$80,822.49. 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 our participation in Family Fest was a success, with over 500 visitors to our booth. August 9, 2019 is the date of our staff in-service, to be coordinated by a planning committee. Director Offerman will be attending a Rotary conference in her role as Rotary President-Nominee on March 1-3, 2019. The library received the Per Capita grant monies, in the full amount.

Committee Reports:

- a. Building & Grounds – Nothing to report.

Old and New Business:

- a. Financial Advisory Services – Andrew Kim from PMA Securities was in attendance and discussed different options available to the library for securing funding (selling bonds, alternative revenue bonds, and debt certificates).
- b. Strategic Planning – Director Offerman has invited Jamie Rachlin to the March meeting to discuss library funding.
- c. Logo – After looking at new logos for the past year, the library has tabled any changes to our logo until a future date.
- d. Friends of the Library – The Friends group is busy planning their inaugural event, a trivia night fundraiser, on April 6. They are seeking donations, sponsorships, and teams. Also planned are book sales during community garage sale dates.
- e. Altogether HR 2019 Conference – Trustee Chesson moved, seconded by Petersen to approve Administrative Assistant Esposito to attend the HR conference at a cost not to exceed \$512. Ayes: Chesson, Doyle, McSteen, McEvelly-Reed, Petersen and Young.
- f. Illinois Library Trustee Forum Workshop – Trustees are to inform Director Offerman if they are interested in attending the ILA Trustee Forum.
- g. Salary Schedule - Director Offerman presented a proposal for compensation services from HR Source for Market Benchmarking. Trustee Young moved, McSteen seconded, to accept HR Source's proposal for services at a cost not to exceed \$4,000. Ayes: Chesson, Doyle, McSteen, McEvelly-Reed, Petersen and Young.
- h. Executive Session to discuss personnel – Trustees did not convene for an executive session.

- i. Director Evaluation – Trustee Doyle will meet with Director Offerman to review her evaluations and share a summary at the March meeting.

Adjournment: Trustee Swick moved, seconded by Chesson to adjourn the meeting at 7:55 p.m. wishing everyone a Happy Valentine's Day. Motion carried by a voice vote with 6 ayes.

Respectfully submitted,

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