



**Three Rivers Public Library District
Channahon & Minooka IL
Board Meeting Minutes
July 10, 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, Swick and Young. Absent: McEvilly-Reed, McSteen and Petersen. Also present: Director Offerman, Assistant Director Griggs and Recording Secretary Esposito.

Oath of Office: Secretary Doyle administered the Oath of Office to elected Trustee Young.

Call to order: The meeting was called to order at 6:03 p.m. by President Swick and a quorum was established. Trustees present were: Chesson, Doyle, McEvilly-Reed, Swick and Young. Absent: McSteen and Petersen. Also present: Director Offerman, Assistant Director Griggs and Recording Secretary Esposito.

Public Comments: None

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

Treasurer's Report: Director Offerman reviewed the preliminary June financials. Trustee McEvilly-Reed moved, seconded by Young to approve the June 2019 expenses in the amount of \$108,873.87. Ayes: Chesson, Doyle, McEvilly-Reed and Young. Absent: McSteen and Petersen.

Staff Reports: Director Offerman and Assistant Director Griggs submitted written and presented oral reports.

Committee Reports:

- a. Building & Grounds – Chair Chesson noted that the trees at Channahon need to be trimmed near the street. Chair Chesson also requested an update on the self-checkout machines. Director Offerman reminded Trustees that when it was brought to the board prior, the board opted to not purchase it at that time. Director Offerman will obtain new information for the board to discuss at the next meeting. Chair Chesson requested an update to the project lists for the walk-arounds. Trustee McEvilly-Reed would like to see the flowers purchased again for the Minooka location.
- b. Community Outreach – The committee met on June 19th. Trustee Doyle updated the board on the committee meeting and the progress of the brochure. The next committee meeting will be July 24th at 4:30 in Channahon.

Old and New Business:

- a. Strategic Planning – Director Offerman updated the board on the Ridge Road property and she has reached out to the Village Administrator to post signs. The Police Department has agreed to patrol the area for potential trespassers.
- b. Friends of the Library – The book sale was successful despite the rain and made over \$400 from the sale of the books. The community reception was very positive. The

Friends approved a request for Youth Service Manager, Maxwell to do a Trunk or Read. The Friends provided an appreciation lunch for staff.

- c. Minooka HVAC – Two companies have provided estimates for HVAC systems. Trustees requested Director Offerman to consult with our attorney to find out if the project would need to go out for bid or if it can be completed in stages. If our attorney agrees that the project can move forward in stages without going out to bid, Trustee Chesson moved, seconded by Doyle to approve the proposal from Johansen and Anderson to begin the installation in stages starting with the 1st floor. Ayes: Chesson, Doyle, McEvelly-Reed and Young. Absent: McSteen and Petersen. If it is determined that we would need to go out for bid for the entire project, Director Offerman will begin the bidding process.
- d. HR Source Compensation Survey – Director Offerman and Assistant Director Griggs met with HR Source to discuss the compensation schedules. HR Source has recommended that staff below the minimum pay grade benchmark be adjusted. Director Offerman will meet with the Finance Committee to determine how to proceed with the restructuring taking into account the tenure of staff and the library's benefits package.

Adjournment: Trustee Swick moved, seconded by Chesson to adjourn the meeting at 6:32 p.m. noting that on July 20th is the 50th anniversary of the moon landing. Motion carried by a voice vote with 4 ayes.

Respectfully submitted,

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