



**Three Rivers Public Library District
Channahon & Minooka IL
Board Meeting Minutes
June 12, 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, McSteen, Petersen and Swick. Absent: McEvelly-Reed and Young. Also present: Director Offerman, Assistant Director Griggs and Recording Secretary Esposito.

Oath of Office: Secretary Doyle administered the Oath of Office to elected Trustees Chesson and Swick.

Call to order: The meeting was called to order at 6:04 p.m. by President Swick and a quorum was established. Trustees present were: Chesson, Doyle, McSteen, Petersen and Swick. Absent: McEvelly-Reed and Young. Also present: Director Offerman, Assistant Director Griggs and Recording Secretary Esposito.

Election of Officers: Trustee Chesson moved, seconded by Doyle to elect Trustee Swick President. Ayes: Chesson, Doyle, McSteen and Petersen. Abstain: Swick. Absent: McEvelly-Reed and Young. Trustee Petersen moved, seconded by McSteen to elect Trustee Chesson Vice President. Ayes: Doyle, McSteen and Petersen. Abstain: Chesson. Absent: McEvelly-Reed and Young. Trustee McSteen moved, seconded by Petersen to elect Trustee Doyle for Secretary. Ayes: Chesson, McSteen and Petersen. Abstain: Doyle. Absent: McEvelly-Reed and Young. Trustee Doyle moved, seconded by Chesson to elect Trustee Petersen Treasurer. Ayes: Chesson, Doyle and McSteen. Abstain: Petersen. Absent: McEvelly-Reed and Young.

Public Comments: None

Review and Approval of minutes: The May Board Meeting minutes were approved as amended.

Treasurer's Report: Treasurer Petersen reviewed the May financials. Trustee Petersen moved, seconded by Doyle to approve the May 2019 expenses in the amount of \$52,236.53. Ayes: Chesson, Doyle, McSteen and Petersen. Absent: McEvelly-Reed and Young.

Staff Reports: Director Offerman and Assistant Director Griggs submitted written and presented oral reports. Director Offerman informed the board that the HR Source salary schedule has been completed and will be in the July packet. A patron has proposed a project collecting pictures taken of every building in Minooka and would like our library to retain the photos. Director Offerman has been elected Treasurer of the PrairieCat Admin Council. Trustee Chesson informed the board a patron asked her about a program where a transvestite reads to children. Director Offerman discussed the scope and purpose of this type of program at libraries. At this time, no one has requested this program or proposed to do one so Trustees are open to further discussion if it is presented in the future.

Committee Reports:

- a. Building & Grounds – The Building & Grounds committee met on June 12th. Chair Chesson reviewed the list of projects to be completed at Minooka.
- b. Community Outreach – The committee met on May 22nd. Trustee Doyle reviewed the committee's discussion. The brochure is being edited to be distributed to all residents. The committee decided to do two community surveys. There will also be a section on our website that will relate all of the strategic planning items. The next meeting will be June 17th.

Old and New Business:

- a. Strategic Planning – Director Offerman did not have anything new for the planning, however, there has been an issue with people driving on the Ridge Road property. A patron has brought it to our attention and this patron would like a private property sign posted. Trustees decided to not spend the funds for a sign at this time, however, they would like Director Offerman to inform the police of the situation.
- b. Friends of the Library – The Friends will have a book sale in Minooka on Saturday during Summerfest. The Friends are planning a Fun Fair at the end of the Halloween parade. While the Friends could not charge a fee for this event, they will be able to accept donations.
- c. Executive Session to discuss personnel ILCS 120/2c1 – Trustees elected to forego an Executive Session. Trustee Chesson moved, seconded by Doyle to approve a 3% increase for Executive Director Offerman. Ayes: Chesson, Doyle, McSteen and Petersen. Absent: McEvelly-Reed and Young.
- d. FY19 Board Meeting Schedule 2019-ORD1 – Trustee Doyle moved, seconded by Chesson to approve 2019-ORD1 Board Meeting Schedule. Ayes: Chesson, Doyle, McSteen and Petersen. Absent: McEvelly-Reed and Young.

Adjournment: Trustee Swick moved, seconded by Petersen to adjourn the meeting at 6:38 p.m. wishing everyone a happy Summerfest. Motion carried by a voice vote with 4 ayes.

Respectfully submitted,

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