



**Three Rivers Public Library District  
Channahon & Minooka IL  
Board Meeting Minutes  
May 8, 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, McEville-Reed, Swick and Young. Absent: Doyle, McSteen & Petersen. Also present: Director Offerman, Assistant Director Griggs and Recording Secretary Esposito.

Public Comments: None

Review and Approval of minutes: The April Board Meeting minutes were approved as presented. The Building & Grounds Meeting minutes were approved as presented. The Finance Committee Meeting minutes were approved as presented. The Community Outreach Committee Meeting minutes were approved as presented.

Treasurer's Report: Director Offerman reviewed the April financials. Trustee Young moved, seconded Trustee McEville to approve the April 2019 expenses in the amount of \$50,697.55. Ayes: Chesson, McEville-Reed and Young. Absent: Doyle, McSteen & Petersen.

Staff Reports: Director Offerman and Assistant Director Griggs submitted written and presented oral reports. Director Offerman informed the board that eight more libraries are joining our consortium which includes some of the bigger libraries. A new activity pass, possibly before the end of the year, will be coming forward through Rails which can be checked out from the library. The library will be contracting with an outside vendor for Information Technology services since our employee has resigned. The compensation survey will begin this week from HR Source. Our Summer Reading program will kick off June 8<sup>th</sup>.

Committee Reports:

- a. Building & Grounds – The Building & Grounds committee met on May 8<sup>th</sup>. Chair Chesson reviewed the list of projects to be completed at Channahon. The next Building & Grounds meeting will be June 12<sup>th</sup> for the walk around at Minooka.
- b. Community Outreach – The committee met on April 24<sup>th</sup>. Trustee McEville-Reed reviewed the committee's discussion. Trustee Young distributed the first draft of an informational brochure and the trustees discussed various avenues of distribution. The goal is to distribute the brochure through the September newsletter or by direct mail prior to September. The next Community Outreach meeting will be May 22<sup>nd</sup> at 4:30 p.m.
- c. Finance Committee – The committee met on April 17<sup>th</sup>. Director Offerman reviewed the committee discussion of the working budget.

Old and New Business:

- a. Financial Overview – Our accountant was going to be in attendance, however, after discussions with Director Offerman, it was decided he would not be needed. Director Offerman discussed the tax cap for the levy.

- b. Strategic Planning – Director Offerman began to find out property assessments. One quote that was obtained was for \$1,800 per location for the assessment on the building and land. Assessments have been tabled at this time.

Trustee Young discussed the questions for the upcoming survey for patrons. Trustees discussed how to structure the questions without getting too complicated or providing too much inform, including asking their thoughts about a referendum and conveying the actual dollar amount to a taxpayer. Funds for mailing the brochures and surveys will need to be within the budget and approved by the board.

- c. Friends of the Library – The Friends group sent out a staff survey to see how they think funds could be used. The Friends will have a book sale in Minooka during Summerfest.
- d. ILA Conference Report – Trustee Young discussed some of the highlights of the conference.
- e. Policies
  - a. Bloodborne Pathogens - Trustee Chesson moved, seconded by McEvelly-Reed to approve the review of the Bloodborne Pathogens Policy. Ayes: Chesson, McEvelly-Reed, and Young. Absent: Doyle, McSteen and Petersen
  - b. Confidentiality of Library Records – Trustee Young moved, seconded by Chesson to approve the review of the Confidentiality of Library Records Policy. Ayes: Chesson, McEvelly-Reed and Young. Absent: Doyle, McSteen and Petersen.
  - c. Operating Policy – Trustee Young moved, seconded by McEvelly-Reed to approve the review of the Operating Policy. Ayes: Chesson, McEvelly-Reed and Young. Absent: Doyle, McSteen and Petersen.
- f. FY20 Working Budget – Trustee Young moved, seconded by McEvelly-Reed to approve the FY20 Working Budget. Ayes: Chesson, McEvelly-Reed and Young. Absent: Doyle, McSteen and Petersen.
- g. Channahon Outdoor Sign – Trustee Young moved, seconded by Chesson to approve the Signs by Tomorrow estimate for new outdoor sign panels at Channahon. Ayes: Chesson, McEvelly-Reed and Young. Absent: Doyle, McSteen and Petersen.
- h. Disc Cleaning Machine – Trustee Chesson moved, seconded by McEvelly-Reed to approve the Elm USA quotation for the purchase of a new disc cleaning machine. Ayes: Chesson, McEvelly-Reed and Young. Absent: Doyle, McSteen and Petersen.

Adjournment: Trustee Swick moved, seconded by Chesson to adjourn the meeting at 7:34 p.m. wishing everyone a Happy Mother's Day. Motion carried by a voice vote with 3 ayes.

Respectfully submitted,

Diane Chesson, Secretary Pro-Tem  
Board of Library Trustees  
Three Rivers Public Library District