



**Three Rivers Public Library District  
Channahon & Minooka IL  
Board Meeting Minutes  
October 17, 2018**

Call to order: The meeting was called to order at 6:00 p.m. by President Swick and a quorum was not established. Trustees present were: Doyle, McSteen and Swick. Absent: Chesson, McEvelly-Reed and Petersen. Also present: Director Offerman, Assistant Director Griggs and Recording Secretary Esposito.

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

Call to order: Secretary Doyle called roll and a quorum was established. Trustee present: Doyle, McSteen, Swick and Young. Absent: Chesson, McEvelly-Reed and Petersen.

Public Comments: None

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

Treasurer's Report: Director Offerman reviewed the September financials. Trustee Doyle moved, seconded by McSteen to approve the September 2018 expenses in the amount of \$65,527.49. Ayes: Doyle, McSteen and Young. Absent: Chesson, McEvelly-Reed and Petersen.

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

Committee Reports:

- a. Building & Grounds – Nothing to report.

Old and New Business:

- a. Audit – Joe Martin was in attendance to review the audit. Trustee McSteen moved, seconded by Young to approve the annual audit. Ayes: Doyle, McSteen and Young. Absent: Chesson, McEvelly-Reed and Peterseon.
- b. Friends of the Library – A second meeting was held to form the group. The group is expected to officially form as of January 1<sup>st</sup>. The by-laws, mission statement, dues schedule and a logo are in the process of finalization. The next meeting will be November 12<sup>th</sup> at 6:00 p.m. in Channahon.
- c. Strategic Planning – A copy of the contract was provided in the packet for trustees and our attorney has reviewed it twice. Although this project will move forward in stages, at this time, there is no timeline. Trustee McSteen suggested the signing of the contract be tabled until the next meeting in the hopes all trustees are present. All trustees present agreed to table the contract until November 2018.
- d. Policies-
  - a. InterLibrary Loan – Trustee Doyle moved, seconded by McSteen to amend the InterLibrary Loan policy as presented. Ayes: Doyle, McSteen and Young. Absent: Chesson, McEvelly-Reed and Petersen.

- b. Meeting Room – Trustee McSteen moved, seconded by Young to approve the review of the Meeting Room policy. Ayes. Doyle, McSteen and Young. Absent: Chesson, McEvilly-Reed and Petersen.

Adjournment: Trustee Swick moved, seconded by Doyle to adjourn the meeting at 6:35 p.m welcoming Samantha to the board and wishing everyone a Happy Sweetest Day, Halloween and Election Day. Motion carried by a voice vote with 3 ayes.

Respectfully submitted,

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