



Channahon & Minooka IL Board Meeting Minutes July 12, 2023

Call to order: The meeting was called to order at 6:00 p.m. by President Chesson and a quorum was established. Trustees present were: Chesson, Doyle, Hoppe, Malone, McSteen and Swick. Also present: Executive Director Offerman, Assistant Director Griggs, and Recording Secretary Esposito.

Public Comments: None

Review and Approval of Consent Agenda: Trustee Doyle moved, seconded by Hoppe to accept the Consent Agenda. Ayes: Doyle, Hoppe, Malone, McSteen and Swick.

Committee Reports:

- a. Building & Grounds – The Building & Grounds Committee did not meet. The next Building & Grounds meeting will be August 9th at 5:00 p.m. for the walk around at Minooka.

Old and New Business:

- a. Declaring a Board Vacancy 2023 ORD-4 – Trustee Hoppe moved, seconded by McSteen to approve Ordinance 2023-ORD4 Declaring a Vacancy. Ayes: Doyle, Hoppe, Malone, McSteen and Swick. Trustees will meet on August 9th at 5:15 p.m. to conduct interviews to fill the trustee vacancy.
- b. Executive Session to Discuss Personnel ILCS 120/2c1 – Trustees did not convene for an executive session.
- c. FY24 Board Meeting Schedule 2023 ORD-5 – Trustee Swick moved, seconded by McSteen to approve Ordinance 2023-ORD5 FY24 Meeting Schedule. Ayes: Doyle, Hoppe, Malone, McSteen and Swick.
- d. Personnel Policy – Director Offerman reviewed the proposed changes. It was clarified to the board that the additional week of vacation for Director Offerman would be accrued on annually on July 1st. Trustee Doyle moved, seconded by Hoppe to approve the Personnel Policy as presented effective 7/1/2023. Ayes: Doyle, Hoppe, Malone, McSteen and Swick.
- e. Freedom of Information Act Policy – Trustee Hoppe moved, seconded by McSteen to approve the Freedom of Information Act Policy as presented effective 7/12/2023. Ayes: Doyle, Hoppe, Malone, McSteen and Swick.
- f. Program Policy – Director Offerman explained the significance of this policy and informed the board that it was reviewed and modified by the library's attorney. Trustee Swick moved, seconded by Doyle to adopt the Program Policy as presented effective 7/12/2023. Ayes: Doyle, Hoppe, Malone, McSteen and Swick.

- g. Strategic Planning Studio GC Contract – Trustee Swick moved, seconded by Doyle to accept the Studio GC Contract for services. Ayes: Doyle, Hoppe, Malone, McSteen and Swick.
- h. Committee Assignments - The Finance Committee will consist of Chair Hoppe, Trustee Chesson and Director Offerman. The Buildings & Grounds Committee will consist of Chair McSteen, Trustees Doyle and Swick.
- i. Director’s Goals – Director Offerman presented possible goals for FY24. Trustees provided suggestions and Director Offerman will update the FY24 Director’s goals for the August meeting. The Director’s goals will be continually updated at each meeting.
- j. Serving Our Public 4.0, Chapters 9 & 10 – Director Offerman reviewed Chapters 9 & 10 with trustees and discussed areas the library could improve.

Adjournment: Trustee Chesson moved, seconded by Swick to adjourn the meeting at 6:30 p.m. Motion carried by a voice vote with 5 ayes.

Respectfully submitted,

Brandy Malone, Secretary
Board of Library Trustees
Three Rivers Public Library District