



Channahon & Minooka IL Board Meeting Minutes May 10, 2023

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

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

Public Comments: Local residents Tony Pursell, Michael Bender and Jen Durkee were present without comments.

Committee Reports:

- a. Building & Grounds – The Building & Grounds Committee met on May 10th. Director Offerman reviewed the list of projects to be completed at Channahon. The next Building & Grounds meeting will be June 14th at 5:30 p.m. for the walk around at Minooka.
- b. Finance Committee – The Finance Committee met and discussed the 2nd draft of the working budget.

Old and New Business:

- a. Studio GC Contract – Craig Meadows from Studio GC was in attendance to discuss a proposed contract. The library's attorney will review the contract and it will be presented at the June meeting for approval.
- b. Board of Trustees Bylaws 2023 ORD-3. Trustee Swick moved, seconded by Malone to approve the Board of Trustees Bylaws 2023 ORD-3. Ayes: Chesson, Hoppe, Malone, McSteen and Swick. Absent: Petersen.
- c. Establishing Decennial Committee 2023 ORD-4 – Trustee Malone moved, seconded by Hoppe to approve Establishing Decennial Committee 2023 ORD-4. Ayes: Chesson, Hoppe, Malone, McSteen and Swick. Absent: Petersen.
- d. Executive Session to Review Closed Session Minutes 5 ILCS 120/2(c)2 – Trustees did not convene for an executive session. The minutes will remain closed.
- e. Executive Session to Discuss Personnel ILCS 120/2c1 – Trustee Hoppe moved, seconded by Swick to go into Executive Session at 6:57 p.m. for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of including hearing testimony on a complaint lodged against an employee of the public

body or against legal counsel for the public body to determine its validity 120/2c(1). Ayes: Chesson, Hoppe, Malone, McSteen and Swick. Absent: Petersen. Trustee Swick moved, seconded by Hoppe to go out of Executive Session at 7:26 p.m. and return to open session. Ayes: Chesson, Hoppe, Malone, McSteen and Swick. Absent: Petersen.

- f. Director Evaluation – The evaluations from Trustees were discussed and Secretary Chesson will provide an average of ratings in order to develop the director's goals. There will be an executive session to discuss personnel at the June meeting.
- g. FY24 Working Budget – Executive Director Offerman reviewed the preliminary working budget numbers. James Rachlin was present via zoom to discuss increasing the levy and what it means to our budget. Director Offerman will work up a 7.9% levy increase for budgeting purposes to see what those numbers will look like.
- h. Strategic Planning – No additional updates.
- i. Serving Our Public 4.0, Chapters 5 & 6 – Director Offerman reviewed Chapters 5 & 6 with trustees.

Adjournment: Trustee Swick moved, seconded by Hoppe to adjourn the meeting at 7:36 p.m. wishing everyone a Happy Mother's Day and Memorial Day. Motion carried by a voice vote with 5 ayes.

Respectfully submitted,

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