



Channahon & Minooka IL Board Meeting Minutes September 13, 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.

Budget and Appropriation Hearing: No one appeared.

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

Public Comments: None

Committee Reports:

- a. Building & Grounds – The Building & Grounds Committee did not meet.

Old and New Business:

- a. Oath of Office & Roll Call – President Chesson administered the Oath of Office to appointed Trustee Sullivan. A roll call was taken and a quorum was established. Trustees present were: Chesson, Doyle, Hoppe, Malone, McSteen, Sullivan and Swick.
- b. Resolution 2023-4 Authorizing Signatures – Trustee McSteen moved, seconded by Malone to approve Resolution 2023-4 Authorizing Signatures. Ayes: Doyle, Hoppe, Malone, McSteen, Sullivan and Swick.
- c. Ordinance 2023-8 Budget & Appropriation – Trustee Doyle moved, seconded by Hoppe to approve Ordinance 2023-8 Budget & Appropriation. Ayes: Doyle, Hoppe, Malone, McSteen, Sullivan and Swick.
- d. Resolution 2023-5 Estimate of Revenues – Trustee McSteen moved, seconded by Swick to approve Resolution 2023-5 Estimate of Revenues. Ayes: Doyle, Hoppe, Malone, McSteen, Sullivan and Swick.
- e. Estimate of Revenues – Trustee Hoppe moved, seconded by Swick to approve the Estimate of Revenues. Ayes: Doyle, Hoppe, Malone, McSteen, Sullivan and Swick.
- f. Cash Receipts and Disbursements – Trustee Hoppe moved, seconded by Malone to approve the Cash Receipts and Disbursements. Ayes: Doyle, Hoppe, Malone, McSteen, Sullivan and Swick.
- g. Strategic Planning – Director Offerman has reached out to Studio GC to find out our next steps and is awaiting a response.
- h. Director's Goals – Director Offerman has been actively working on Strategic Planning and the Library Foundation which are a portion of goals.

- i. Library Foundation – Michelle Petersen was in attendance to discuss the Library Foundation formation and their goals.
- j. Serving Our Public 4.0, Chapters 13 – Director Offerman reviewed Chapters 13 with trustees and discussed areas the library could improve.
- k. Staff Holiday Dinner – Trustees agreed to continue hosting a staff dinner for staff and a guest.
- l. General Discussion, as needed - None

Adjournment: Trustee Chesson moved, seconded by Swick to adjourn the meeting at 6:35 p.m. wishing everyone a happy National Chocolate Day. Motion carried by a voice vote with 6 ayes.

Respectfully submitted,

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