



Channahon & Minooka IL Board Meeting Minutes July 10, 2024

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, Malone, McSteen and Swick. Absent: Hoppe and Sullivan. Also present: Director Offerman, Assistant Director Griggs and Recording Secretary Esposito.

Review and Approval of Consent Agenda: Trustee Malone moved, seconded by McSteen to accept the Consent Agenda. Ayes: Doyle, Malone, McSteen and Swick. Absent: Hoppe and Sullivan. The June monthly expenses were not approved since the June checks have not been completed. They will be presented for approval at the August meeting.

Public Comments: None

Committee Reports:

- a. Building & Grounds – The Building & Grounds Committee met on July 10th. Chair McSteen reviewed the list of projects to be completed at Minooka.

Old and New Business:

- a. FY25 Board Meeting Schedule 2024-ORD1 – The October meeting date was changed to October 16th. Trustee McSteen moved, seconded by Swick to approve the FY25 Board Meeting Schedule. Ayes: Doyle, Malone, McSteen and Swick. Absent: Hoppe and Sullivan.
- b. Tentative Budget & Appropriation 2024-ORD2 – Trustee Doyle moved, seconded by Malone to approve Ordinance 2024-ORD2 Tentative Budget & Appropriation. Ayes: Doyle, Malone, McSteen and Swick. Absent: Hoppe and Sullivan. The public Budget and Appropriation hearing was set for August 14, 2024.
- c. Minooka HVAC – Director Offerman discussed the HVAC issues at Minooka. Trustee McSteen moved, seconded by Swick to approve the purchase of a new HVAC for the 2nd floor of the Minooka building. Ayes: Doyle, Malone, McSteen and Swick. Absent: Hoppe and Sullivan.
- d. FOIA Policy – Trustee Malone moved, seconded by Doyle to amend the FOIA Policy as amended. Ayes: Doyle, Malone, McSteen and Swick. Absent Hoppe and Sullivan.
- e. Strategic Planning – Craig Meadows from Studio GC was present. He discussed the meetings which were held with library managers, library trustees and community leaders. He provided an overview of what was discussed in those groups and what they would like to see developed for the library. Craig will return at the August meeting to recap the comments from the community focus groups and the overall comments of all the groups.
- f. Director's Goals – Director Offerman distributed her goals to trustees and requested any additions or changes from the board.

- g. Serving our Public Chapters 11 & 12 – Director Offerman reviewed Chapters 11 & 12 with trustees.
- h. General Discussion, as needed – None

Adjournment: Trustee Chesson moved, seconded by Swick to adjourn the meeting at 6:51 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