



**Three Rivers Public Library District  
Channahon & Minooka IL  
Board Meeting Minutes  
April 13, 2022**

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, McEvelly-Reed (6:01), McSteen and Swick. Also present: Executive Director Offerman, Assistant Director Griggs and Recording Secretary Esposito.

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

Public Comments: None

Committee Reports:

- a. Building & Grounds – The committee did not meet. The committee will meet at 5:00 p.m. at Channahon on May 11<sup>th</sup> and 5:30 p.m. at Minooka on June 8<sup>th</sup>.
- b. Finance Committee – The committee met on April 12<sup>th</sup> and discussed the first draft of the F23 Working Budget and salary proposal.

Old and New Business:

- a. Tryon Street TIF – The intergovernmental agreement is not ready yet. It is expected to be presented to the Library Board at the May meeting.
- b. Youth Services Job Description – Trustee Hoppe moved, seconded by McEvelly-Reed to approve the Summer Youth Services Assistant Job Description. Ayes: Chesson, Hoppe, Malone, McEvelly-Reed, McSteen and Swick.
- c. Lighting Proposal – Trustee McSteen moved, second by Chesson to approve the proposal by Verde Energy Efficiency Experts at a cost not to exceed \$15,833.20. Ayes: Chesson, Hoppe, Malone, McEvelly-Reed, McSteen and Swick.
- d. Telephone Proposal – Director Offerman discussed a meeting she attended with a company for a new phone system. Director Offerman will be meeting with 2 additional companies. Trustee McSteen moved, seconded by Swick to approve the purchase of a new telephone system at a cost not to exceed \$10,000 after reviewing proposals from all three companies. Ayes: Chesson, Hoppe, Malone, McEvelly-Reed, McSteen and Swick.
- e. Strategic Planning – Director Offerman informed the board that she and Assistant Director Griggs met with our architect, Studio GC. Studio GC will put together proposals and will be meeting with the board in the near future. In addition, the new logo proposals were presented to the board. The board had a lengthy discussion of the two logos presented and requested changes.

- f. Serving Our Public 4.0, Chapters 3 & 4 - Director Offerman reviewed Chapters 3 & 4 with trustees and discussed those items that the library still needs to complete.
- g. FY23 Working Budget – Director Offerman reviewed the salary proposal and draft of the working budget.

Adjournment: Trustee Doyle moved, seconded by Malone to adjourn the meeting at 7:05 p.m. wishing everyone a Happy Easter. Motion carried by a voice vote with 6 ayes.

Respectfully submitted,

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