



Channahon & Minooka IL Board Meeting Minutes May 11, 2022

Call to order: The meeting was called to order at 6:01 p.m. by President Pro-Tem McSteen and a quorum was established. Trustees present were: Chesson, Hoppe, Malone, McEvelly-Reed (Remote 6:03), McSteen and Swick. Absent: Doyle. Also present: Executive Director Offerman, Assistant Director Griggs and Recording Secretary Esposito.

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

Public Comments: None

Committee Reports:

- a. Building & Grounds – The Building & Grounds committee met on May 11th. Chair McSteen reviewed the list of projects to be completed at Channahon. The next Building & Grounds meeting will be June 8th at 5:30 p.m. for the walk around at Minooka.

Old and New Business:

- a. Kendall Energy LLC IGA – Trustee Hoppe moved, seconded by McSteen to approve the Kendall Energy LLC IGA. Ayes: Chesson, Hoppe, Malone, McEvelly-Reed, McSteen and Swick. Absent: Doyle.
- b. Molto Properties Tax Abatement Agreements – Trustee Chesson moved, seconded by McEvelly-Reed to approve the Molto Properties Tax Abatement Agreements. Ayes: Chesson, Hoppe, Malone, McEvelly-Reed, McSteen and Swick. Absent: Doyle.
- c. Notary Services Policy – Trustee Malone moved, seconded by McSteen to adopt the Notary Services Policy effective 5/11/2022. Ayes: Chesson, Hoppe, Malone, McEvelly-Reed, McSteen and Swick. Absent: Doyle.
- d. Youth Services Librarian Job Description – Trustee McSteen moved, seconded by Hoppe to approve the Youth Services Librarian Job Description. Ayes: Chesson, Hoppe, Malone, McEvelly-Reed, McSteen and Swick. Absent: Doyle.
- e. Succession Plan – Trustee Swick moved, seconded by Malone to approve the Executive Library Director Succession Plan. Ayes: Chesson, Hoppe, Malone, McEvelly-Reed, McSteen and Swick. Absent: Doyle.
- f. Staff Equipment Use Policy – Trustee Hoppe moved, seconded by McSteen to amend the Staff Equipment Use Policy. Ayes: Chesson, Hoppe, Malone, McEvelly-Reed, McSteen and Swick. Absent: Doyle.
- g. Strategic Planning – Director Offerman presented the board with the final logo. Director Offerman will be in contact with the architects in the near future.

- h. Serving Our Public 4.0, Chapters 5 & 6 - Director Offerman reviewed Chapters 5 & 6 with trustees and discussed those items that the library still needs to complete.
- i. FY23 Working Budget – Director Offerman reviewed changes to the draft of the working budget. The Working Budget will be presented for approval by the board at the June meeting.

Adjournment: Trustee McSteen moved, seconded by Chesson to adjourn the meeting at 6:35 p.m. Motion carried by a voice vote with 6 ayes.

Respectfully submitted,

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