



## **Three Rivers Public Library District Channahon & Minooka IL Board Meeting Minutes August 11, 2021**

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, McSteen and Swick. Absent: McEvelly-Reed and Petersen. Also present: 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, McSteen and Swick. Absent: McEvelly-Reed and Petersen.

Public Comments: None

Committee Reports:

- a. Building & Grounds – The Building & Grounds committee met on August 11<sup>th</sup>. Director Offerman reviewed the list of projects to be completed at Minooka.

Old and New Business:

- a. Covid-19 Update – Director Offerman stated that the CDC is recommending masks once again so the library has followed these guidelines. As long as there are no further restrictions, our meeting room and study room will be opening this fall to the public.
- b. Serving Our Public 4.0, Chapters 7 & 8 – Director Offerman reviewed the seventh and eighth chapters noting the checklist items that the library has met and those items that the library needs to work on.
- c. Board Vacancy – Trustee Michelle Petersen has resigned from the Board effective 8/15/21. Trustees decided to post the open trustee position and have applications submitted prior to the September meeting.
- d. Strategic Planning – Trustees reviewed the final Strategic Plan. Trustee Swick moved, seconded by McSteen to approve the Strategic Plan effective 8/11/2021. Ayes: Chesson, Hoppe, McSteen and Swick. Absent: McEvelly-Reed and Petersen.
- e. Parking Lot Sealcoating – Trustee Hoppe moved, seconded by Chesson to accept the proposals submitted by Seal-Rite for the Channahon parking lot at a cost not to exceed \$2,975 and the Minooka parking lot at a cost not to exceed \$1,395. Ayes: Chesson, Hoppe, McSteen and Swick. Absent: McEvelly-Reed and Petersen.
- f. Martin Whalen Contract – Trustee Chesson moved, seconded by Hoppe to accept the Martin Whalen contract. Ayes: Chesson, Hoppe, McSteen and Swick. Absent: McEvelly-Reed and Petersen.

- g. Freedom of Information Act Policy – Trustee McSteen moved, seconded by Swick to amend the Freedom of Information Act Policy effective 8/11/2021. Ayes: Chesson, Hoppe, McSteen and Swick. Absent: McEvelly-Reed and Petersen.
- h. Library Photography & Video Policy – Director Offerman conveyed to the board that this policy will replace the Consent of Program Participants Policy. Trustee Swick moved, seconded by Hoppe to adopt the Library Photography & Video Policy effective 8/11/2021. Ayes: Chesson, Hoppe, McSteen and Swick. Absent: McEvelly-Reed and Petersen.
- i. Ordinance 2021-2 Tentative Budget and Appropriation – Trustee McSteen moved, seconded by Swick to approve Ordinance 2021-2 Tentative Budget and Appropriation. Ayes: Chesson, Hoppe, McSteen and Swick. Absent: McEvelly-Reed and Petersen.

Adjournment: Trustee Doyle moved, seconded by Swick to adjourn the meeting at 6:52 p.m. wishing all those with kids a happy school year. Motion carried by a voice vote with 4 ayes.

Respectfully submitted,

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