

Glen Carbon Centennial Library District  
Board Meeting  
April 27, 2015

The April meeting of the Glen Carbon Centennial Library District Board of Trustees was held on April 27, 2015 at the Glen Carbon Library.

**Call to Order:**

Glen Carbon Centennial Library District Board President, Kathy Dortch called the meeting to order at 7:02 PM.

**Roll Call:**

Kathy Dortch-present, Kim Hood-present, Susan Mendelsohn-present, Amy Gabriel-present, Terry Hillig-present, Gary True-absent without notice.

A quorum was present.

Gary True arrived at 7:04 PM.

Library Director Ron Pauli was present.

**Recognition of Visitors**

Visitors included Debbie Owen, former Director at Fairview Heights PL, and Robert Hormell, newly elected Trustee.

**Accept or correct March, 2015 minutes**

Don McQueen moved to approve the March 2015 Glen Carbon Centennial Library District Board of Trustees meeting minutes with the following correction:

**Director's Report-Ron Pauli** will be changed to **Director's Report-Anne Hughes**

Kim Hood seconded the motion.

The motion passed unanimously.

**Communications:**

Announcements in the Intelligencer included:

“After School Tutoring Offered at the Glen Carbon Library” (4/13/2015)

“Free Movies at the Glen Carbon Library in May” (4/22/2015)

“Glen Carbon Centennial Library to host Craft Connections” (4/22&23, 2015)

“Perennial Gardening Class at Glen Carbon Library” (4/23/2015)

“Free Zumba Classes at the Glen Carbon Library” (4/23/2015)

Belleville News Democrat article announcing the “Cook-A-Book kid’s book club meeting schedule at the Glen Carbon Centennial District Library (4/4/2015)

Undated notice from Magi Henderson, Youth Services Director announcing the Glen Carbon Centennial Library District 2015 Summer Reading Program

Thank you notes from the Glen Carbon Centennial Library District to the departing Trustees including: Gary True, Kim Hood, Terry Hillig and Susan Mendelsohn.

### **Phone/Email updates**

Amy Gabriel has an updated phone number.

### **Director's Report-Ron Pauli**

**Per Capita Grant:** Received check in the amount of \$16,167.50 for FY2015

Library Director filed Statement of Economic Interest on 4/20/15. Deadline for filing SEI is April 30<sup>th</sup>, 2015 for all Trustees.

**3-D Printing Policy:** Magi and Ron are working on Printing Policy for submission in May

### **Library Director Activities:**

- Filed appropriate electronic/paper documentation for the following:
- IMRF-authorized agent
- E-Pay-W-9 and Payments Merchant Application for authorization
- Guardian Insurance authorized agent
- Spent considerable time with Anne Hughes and Joan Schneider learning the following:
- Payroll, cash register reconciliation; paper and electronic file management; Google docs; G-Mail; Reporting protocols; E-Pay accounting; Preparation for Board Meetings/Minutes including compliance w/posting statuses
- Prepared New Board Trustee packets
- Met with Building Committee re Building Assessment and contacted numerous contractors for roofing, painting, and tuck-pointing repairs
- Attended MEPL Director's Meeting in Alton and FOL Meeting at GCCL

### **YOUTH SERVICES MANAGER – M. HENDERSON**

- Summer Reading Sponsor Letters have been mailed to Community Businesses and Non-Profit groups.
- Janette Stubban of Glen Carbon has donated a 4 by 8 train table to the Library. The donation was brokered by members of the Metro East Train Club who were planning on building a table for the Library's families and heard about Mrs. Stubban's willingness to donate a train table.

### **FRIENDS OF THE LIBRARY**

- FOL met on 4/15 to discuss success of Ladies *Night Out* fundraiser. New members introduced and consideration of support for Summer Reading presenters. Slatwall donation tentative delivery late April.

### **Treasurer's Report-Gary True**

Gary True moved to approve payment of expenses including employee salary and benefits for March 2015 in the amount of \$41,435.58.

Don McQueen seconded the motion.

**Roll Call:**

Kathy Dortch-yes, Kim Hood-yes, Susan Mendelsohn-yes, Amy Gabriel-yes, Terry Hillig-yes, Gary True-yes, Don McQueen-yes.

The motion passed unanimously.

**Finance Committee-Gary True (chair), Susan Mendelsohn, Kim Hood,**

a. Signature stamp authorization for First Cloverleaf Bank

Gary True moved to approve the Signature Stamp Authorization with First Clover Leaf Bank for Library Director Ron Pauli.

Don McQueen seconded the motion.

The motion passed unanimously.

**Personnel Committee-Susan Mendelsohn (chair), Don McQueen, Amy Gabriel**

Susan Mendelsohn reminded the board that the budget deadline is the end of June 2015.

**Building Committee-Terry Hillig**

Terry Hillig commented on the status of bids for exterior work including painting and sealing, masonry and roof repairs.

Don McQueen commented on the status of the alarm system repair/replacement bids.

**District Committee-Susan Mendelsohn (chair), Don McQueen, Terry Hillig**

No report.

**Unfinished business**

a. Patron Conduct Policy Revision

Discussion of the Patron Conduct Policy Revision was rescheduled for the May Board of Trustees meeting.

**New Business**

a. Retention of Attorney for Library District filings/ordinances

The Board discussed retention of Kavanagh, Scully, Sudow, White & Frederick as the Glen Carbon Centennial Library District attorneys.

b. Meetings by Board Trustees

The Board discussed meetings by Board Trustees relative to the Illinois Open Meetings Act.

c. Reimbursement for Director moving expense

Amy Gabriel moved to approve moving expenses in the amount of \$219 for the Library Director.

Don McQueen seconded the motion

**Roll Call:**

Kathy Dortch-yes, Kim Hood-yes, Susan Mendelsohn-yes, Amy Gabriel-yes,  
Terry Hillig-yes, Gary True-yes, Don McQueen-yes.  
The motion passed unanimously.

**Adjournment**

Kim Hood moved to adjourn at 8:45 PM.  
Don McQueen seconded the motion  
The motion passed unanimously.