

Glen Carbon Centennial Library District
Board Meeting
March 30, 2015

The March meeting of the Glen Carbon Centennial Library District Board of Trustees was held on March 30, 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, Susan Mendelsohn-present, Kim Hood-present, Amy Gabriel-present, Terry Hillig-present, Gary True-absent without notice.

A quorum was present.

Gary True arrived at 7:10 PM.

Library Director Ron Pauli was present.

Library Consultant, Anne Hughes was present.

Recognition of Visitors:

Visitors included Lynn Warren of Henderson Associates Architects, Inc. (HAA).

HAA Building Inspection Report:

Lynn Warren (HHA) presented the Building Inspection Report.

Accept or Correct Minutes

Amy Gabriel moved to approve the January 26, 2015 Centennial Library District Board meeting minutes and the associated Closed Meeting minutes with the following corrections:

The first sentence will be changed to read, "The January meeting....."

The recognition of visitors is changed to read, "Visitors included Bob Hormell, library board trustee candidate....."

The sentence reading, "Don McQueen moved to conduct....." will be changed to read, "Don McQueen moved to amend order of agenda due to time constraints."

Under Skype Interview the date in the fourth sentence will be changed to
January 31, 2015

Under the Accept or Correct Minutes the sentence reading, "Kim Hood moved to accept the minutes with....." will be changed to read, "Kim Hood moved

to accept to minutes from the November, 2014 Board Meeting with....”

Under communications, the note, “* Date on the letter from the Secretary of State is incorrect. It should read 1/7/2015.” will be moved to immediately follow the referenced letter.

Under Personnel Committee the first sentence will be reworded as, “Gary True moved to offer the position of Library Director to candidate B as identified in the closed session and, if not accepted, to make the same offer to A candidate at the salary specified.....”

Under the Personnel Committee, the sentence reading, “Kim Hood moved to.....” will be changed to read, “Kim Hood moved to accept changes in the Employee Probationary Period policy presented.....”

Under New Business, the first sentence will be changed to read, “Don McQueen moved to approve an increase in Accountant Fees from \$300 to \$350 per month, effective February 1, 2015.”

Under New Business, the sentence reading, “Gary True moved.....” will be changed to read, “Gary True moved to approve an increase in Building Stars/Cleaning fees from \$1075 to \$1200 per month effective February 1, 2015.”

Under New Business, the sentence reading, “Discussion of the request for addition funds for select expense.....” will be changed to read, “Discussion of the appropriation of additional funds to cover May and June 2015 expenditures not included in the original budget was rescheduled for the February, 2015 Board meeting.

The last three sentences before Adjournment are removed.

Terry Hillig seconded the motion.

The motion passed unanimously.

Kim Hood moved to approve the January 7, 2015 Glen Carbon Centennial Library District Personnel Committee Meeting minutes with the following corrections:

The spellings of Centennial and Glen will be corrected.

Amy Gabriel seconded the motion.

The motion passed unanimously.

Kim Hood moved to accept the Glen Carbon Centennial Library Special Board Meeting, Monday, February 2, 2015 with the following corrections:

The spelling of Hillig and Centennial will be corrected.

In the first roll call, a space will be inserted between the words “absent” and “with.”

Terry Hillig seconded the motion.

The motion passed unanimously.

Amy Gabriel moved to approve the February 14, 2015 Glen Carbon Centennial Library Special Board Meeting and the associated Closed Meeting minutes with the following changes;

Under the closed session, the statement will be reworded as follows: “Gary True moved for closed session to discuss the Library Director candidates and the Library Consultant fees. Kathy Dortch seconded the motion.”

The sentence, “A discussion of the candidates for Library Director and the Library Consultant fees were discussed.” will be removed.

Under adjournment, the time will be corrected to 3:05 PM.

Kim Hood seconded the motion.

The motion passed unanimously.

Terry Hillig moved to accept the March 9, 2015 Glen Carbon Centennial Special Board Meeting minutes with the following corrections:

The first sentence will read as, “A special meeting of the Glen Carbon Centennial Library District Board of Trustees was held on March 9, 2015 at the Glen Carbon Library.

Under Salary, the motion will read, “Don McQueen moved to reduce the pay of the Circulation Manager in the amount of \$299.50 per month to offset the Library's contribution to the group health insurance.

Under Dental, Vision and Life Insurance the first sentence will read, “Gary True moved to approve adding the new Director to the Guardian Insurance effective May 1, 2015.

The sentence prior to adjournment will read, “Kathy Dortch received a request from the Village of Glen Carbon Mayor Robert Jackstadt to attend a Glen Carbon Centennial Library District Board Meeting.

Kim Hood seconded the motion.

The motion passed unanimously.

Terry Hillig moved to accept the March 20, 2015 Glen Carbon Centennial Library District Building Committee meeting minutes with the following changes:

Under Call to Order, change “Personnel” to “Building.”

Under Building Inspection Report the first sentence will read as, “Lynn Warren, Henderson Associates Architects, Inc. presented.....”

Amy Gabriel seconded the motion.

The motion passed unanimously.

Kim Hood moved to accept the January 12, 2015 Glen Carbon Centennial Library District Personnel Committee meeting minutes with the following changes:

The spellings of Centennial and Glen Carbon will be corrected

Under Unfinished Business the last sentence will be changed to read,

“Assignments and a due date for reference contacts for each committee member were made.”

Terry Hillig seconded the motion.

The motion passed unanimously.

Don McQueen moved to accept the January 27, 2015 Glen Carbon Centennial Library District Personnel Committee meeting minutes with the following changes:

The spellings of Centennial and Glen Carbon will be corrected.

Under New Business the sentenced will read as, “The Personnel Committee prepared an offer for the preferred candidate for Library Director.....”

Kim Hood seconded the motion.

The motion passed unanimously.

Communications

Undated thank you card for flowers and get well cards from Amy Gabriel to Anne Hughes, the library staff and the Board of Trustees.

Thank you card (2/10/15) from Jeanine Benanti for consideration as a candidate for Library Director.

Thank you card (3/12/15) from the Glen Carbon Elementary School to Maggie Henderson for participating in the Glen Carbon STEM night.

Announcement in the Intelligencer (1/30/15) that a budgeting seminar will be held at the library February 9, 2015.

Announcement in the Intelligencer (1/30/15 & 2/2/15) that the library is collecting children's books for distribution to low income children.

Announcement in the Intelligencer (2/21/15 & 2/28-3/2/15) That Ladies' Night Out is scheduled for March 20, 2015 at the library.

Announcement in the Intelligencer (3/6/15) that the library will host the Books2Eat event on March 26, 2015.

Announcement in the Intelligencer (3/25/15) that the library is starting the Happiness Project.

Phone/Email Lists Updates:

None.

Director's Report-Anne Hughes:

Treasurer's Report-Gary True:

Gary True moved to approve payment of expenses including employee salaries and benefits for January 2015 in the amount of \$51,740.51.

Don McQueen seconded the motion.

Roll Call:

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

The motion passed unanimously.

Gary True moved to approve payment of expenses including employee salaries and benefits for February 2015 in the amount of \$54,859.00.

Kim Hood seconded the motion.

Roll Call:

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

The motion passed unanimously.

Finance Committee-Gary True (Chair), Susan Mendelsohn, Kim Hood:

None

Personnel Committee-Susan Mendelsohn (Chair), Don McQueen, Amy Gabriel:

None

Building Committee-Terry Hillig (Chair)

See Building Inspection Report

District Committee-Susan Mendelsohn (Chair), Don McQueen, Terry Hillig:

None

Unfinished Business:

Discussion of the Patron Conduct Policy Revision was rescheduled for the April 2015 Board meeting due to time constraints.

New Business:

Gary True moved to approve the revised Blue Cross Blue Shield Health Insurance monthly premium of \$1054.04 for the Library Director and Circulation Manager.

Kim Hood seconded the motion.

Roll Call:

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

The motion passed unanimously.

Gary True moved to continue Anne Hughes as Library Consultant at the established rate until December 31, 2015 and that the Library Consultant will report monthly on the status of the Smart Investing Program including time charged for the previous month and anticipated time charges for the next month.

Terry Hillig seconded the motion.

Roll Call:

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

The motion passed unanimously.

Adjournment

Kim Hood moved to adjourn at 9:25 PM. Don McQueen seconded the motion.

The motion passed unanimously