

**Glen Carbon Centennial Library District  
Board Meeting Minutes  
Thursday, November 10, 2016 at 7:00 p.m.  
Community Room**

Call to Order: 7:04 p.m.

Roll Call: Kathy Dortch, Deborah Owen, Robert Paty, Robert Hormell, Kevin Tellor, Amy Gabriel present and Anne Link absent with notification.

Motion to suspend agenda by Debbie Owen and seconded by Robert Paty to suspend the agenda to address the agenda. Motion passed unanimously.

Kevin Tepen of C. J. Schlosser & Company, L.L.C. reviewed the content of the current audit report for GCCLD.

Christine Gerrish (Director)

Recognition of Visitors: None

Accept or correct following minutes:

Motion to accept the October 13, 2016 Board Minutes as corrected made by Debbie Owen and seconded by Amy Gabriel. Motion carried unanimously.

Motion to accept the October 25, 2016 By-law Committee Minutes made by Robert Hormell and seconded by Robert Paty. Motion carried unanimously.

Motion to accept the November 1, 2016 By-law Committee Minutes as corrected by Robert Hormell made by Robert Hormell and seconded by Robert Paty. Motion carried unanimously.

Communications: Discussed Intelligencer articles on Trivia Night and Blood Drive. Suburban Journal (online) reported on youth event, seniors group and retirement by design. Mentioned letter from Glen Carbon Elementary on Family Reading Club program.

Director's Report – Christine Gerrish (Director)

- a. Report presented and filed
- b. Discussed
  - a. Motion made to procure Mobile hot spots specifically for use within the library premises made by Robert Hormell and seconded by Robert Paty at a rate of \$10/month for five units paid on an annual basis (\$600). Role call: Kathy Dortch, Deborah Owen, Kevin Tellor, Robert Paty, Amy Gabriel, and Robert Hormell. Motion passed unanimously.
  - b. Strategic Plan discussion
  - c. Security, identity protection and travel policies
  - d. Travel ordinance

Treasurer's Report – Robert Paty:

Motion to approve the October 2016 Financials of \$43,010.74 made by Robert Hormell and seconded by Deborah Owen. Roll Call: Kathy Dortch, Deborah Owen, Kevin Tellor, Robert Paty, Amy Gabriel, and Robert Hormell. Motion carried unanimously.

Motion to approve the parking expense of \$15 made by Robert Hormell and seconded by Amy Gabriel.

Roll Call: Kathy Dortch, Kevin Tellor, Robert Paty, Amy Gabriel, and Robert Hormell. Motion carried unanimously.

Motion to approve the November 2016 Transfers made by Debbie Owen and seconded by Robert Hormell. Social Security/Medicare = \$1238.81, IMRF = \$1612.98, Audit = \$400, Building = \$5074, Insurance = \$902.04.

Roll Call: Kathy Dortch, Deborah Owen, Kevin Tellor, Robert Paty, Amy Gabriel, and Robert Hormell. Motion carried unanimously.

Finance Committee – Robert Paty (chair); members Robert Hormell, Deborah Owen

- a. No Report

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Personnel Committee – Deborah Owen (chair); members Anne Link, Amy Gabriel

- a. No Report

Building Committee-Robert Hormell (chair); member, Kevin Tellor

- a. No Report

By-laws Committee- Deborah Owen (chair); member, Robert Hormell, Kevin Tellor

- a. Update
- b. Solicit comments for January meeting so that we can vote on final approval and adoption

Unfinished Business –

- a. Insurance Audit – received refund for this and last year

New Business –

- a. Discussed audit at beginning of meeting
- b. Discussed term limits of officers and need for an ordinance
- c. Motion to approve the adoption of the Identity Protection Policy made by Robert Hormell and seconded by Debbie Owen. Motion carried unanimously.
- d. Motion to approve the adoption of the Security Camera Policy made by Robert Hormell and seconded by Amy Gabriel. Motion carried unanimously.
- e. Motion to approve the adoption of the Travel Ordinance made by Robert Hormell and seconded by Kevin Tellor. Motion carried unanimously.
- f. Motion to approve the adoption of the Travel Policy made by Amy Gabriel and seconded by Robert Paty. Motion carried unanimously.
- g. Discussed procurement of new trash cans for the restrooms. Christi will proceed within her authority.
- h. Motion to procure and install new hinges for both north exterior doors at a cost of \$763.07 made by Kevin Tellor and seconded by Amy Gabriel. Roll Call: Kathy Dortch, Deborah Owen, Kevin Tellor, Robert Paty, Amy Gabriel, and Robert Hormell. Motion carried unanimously.
- i. Motion to approve that Kathy Dortch – President, Robert Paty – Treasurer and Christi Gerrish - Director as signers for all checks made by Robert Hormell and seconded by Debbie Owen. Motion carried unanimously.

Adjournment –

Motion made to adjourn the meeting at 8:45 p.m. made by Kevin Tellor and seconded by Robert Hormell. Motion carried unanimously.

Date for next Regular Meeting – January 12, 2017