

**Glen Carbon Centennial Library District
Board Meeting Minutes
Thursday, January 12, 2017 at 7:00 p.m.
Community Room**

Call to Order: 7:00 p.m.

Roll Call: Kathy Dortch, Deborah Owen, Robert Paty, Robert Hormell, Kevin Tellor, Amy Gabriel, and Anne Link

Christine Gerrish (Director)

Recognition of Visitors: None

Accept or correct following minutes:

- Motion made to accept the November 11, 2016 Board Minutes as corrected by Robert Hormell and seconded by Deborah Owen. Motion carried unanimously.

Communications: Discussed Intelligencer articles from November 15, 2016-January 4, 2017 and articles from the Illinois Suburban Journals from November 16-December 21, 2016 regarding various library programming.

Director's Report – Christine Gerrish

- a. Report presented and filed

Treasurer's Report – Robert Paty

- a. Motion to approve the November 2016 Financials of \$42,879.21 made by Robert Hormell and seconded by Amy Gabriel.

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

- b. Motion to approve the December 2016 Financials of \$35,683.20 made by Robert Hormell and seconded by Deborah Owen.

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

- c. Motion to approve the November and December 2016 Transfers total made by Robert Hormell and seconded by Amy Gabriel. Social Security/Medicare = \$2453.67, IMRF = \$3220.77, Audit = \$4625.00, Building = \$387.27, Insurance = \$1412.90.

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

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

- a. Finance Report Discussed

Bylaws Committee

- a. Discussed Bylaws

Unfinished Business –

- a. Discussed Updated Bylaws – Final Reading
- b. Discussed Bank Account Signatures

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New Business –

- a. Motion to approve Ordinance 17-1, 2017 Meeting Dates made by Robert Hormell and seconded by Deborah Owen. Motion carried unanimously.
- b. Motion to approve Ordinance 17-2, Library Board Terms of Officers made by Deborah Owen and seconded by Robert Hormell. Motion carried unanimously.
- c. Motion made to terminate the Bringing in the Arts Kiosks and Policy made by Deborah Owen and seconded by Amy Gabriel. Motion carried unanimously.
- d. Motion to amend the Sick Leave Policy Amendment to comply with the Employee Sick Leave Act (Public Act 099-0841) made by Deborah Owen and seconded by Kevin Tellor. Motion carried unanimously.
- e. Motion to approve the Mobile Hotspot Policy made by Amy Gabriel and seconded by Robert Hormell. Motion carried unanimously.
- f. Motion to approve the adoption of the Hours of Service Policy made by Robert Hormell and seconded by Deborah Owen. Motion carried unanimously.
- g. Motion to approve the adoption of the Material Selection Policy made by Robert Hormell and seconded by Deborah Owen. Motion carried unanimously.
- h. Motion to approve the adoption of the Replacement Policy made by Robert Hormell and seconded by Deborah Owen. Motion carried unanimously.
- i. Motion made to approve the Loan Periods Policy by Robert Hormell and seconded by Kevin Tellor. Motion carried unanimously.
- j. Motion to approve the adoption of the Petty Cash Policy made by Robert Hormell and seconded by Deborah Owen. Motion carried unanimously.
- k. Determined that the Task Policy and Personnel Manual Layout is an Administrative Task

Adjournment –

Motion made to adjourn the meeting at 8:31 p.m. made by Robert Hormell and seconded by Kevin Tellor. Motion carried unanimously.

Date for next Regular Meeting – February 9, 2017