

**Glen Carbon Centennial Library District  
Board Meeting Minutes  
Thursday, February 9, 2017 at 7:00 p.m.  
Community Room**

Call to Order: 7:00 p.m.

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

Christine Gerrish (Director)

Recognition of Visitors: None

Accept or correct following minutes:

- Motion made to accept the January 12, 2017 Board Minutes by Robert Hormell and seconded by Kevin Tellor. Motion carried unanimously.

Communications: Discussed notice in stltoday.com on January 18, 2017 and February 1, 2017, Intelligencer from January 28 through February 3, 2017.

Director's Report – Christine Gerrish

- a. Report presented and filed

Treasurer's Report – Robert Paty

- a. Motion to approve the January 2017 Financials of \$43,016.17 made by Robert Hormell and seconded by Kevin Tellor.  
Roll Call: Deborah Owen, Robert Paty, Robert Hormell, and Kevin Tellor. Motion carried unanimously.
- b. Motion to approve the January 2017 Transfers total made by Robert Hormell and seconded by Deborah Owen. Social Security/Medicare = \$1,195.02, IMRF = \$1,539.15, Building = \$5,536.52, Insurance = \$1,741.20.  
Roll Call: Deborah Owen, Robert Paty, Robert Hormell, and Kevin Tellor. Motion carried unanimously.

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

- a. Finance Report – no discussion

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

Building Committee – Robert Hormell (chair); member Kevin Tellor

- a. Motion to approve acceptance of Rain Barrel project made by Kevin Tellor and seconded by Robert Hormell. Motion passed unanimously.
- b. Masonry Work – remanded the issue to March meeting with direction to seek additional bids (at least two more)

Unfinished Business –

- a. Updated Bylaws – Motion made to accept the revised by-laws as a policy by Robert Hormell and seconded by Deborah Owen. Motion passed unanimously.

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New Business –

- a. Motion to approve the disposal of records as listed in application # 17:007 to be submitted to the Local Records Commission made by Robert Hormell and seconded by Kevin Tellor. Motion passed unanimously.
- b. Motion to approve the Credit card Machine Security Policy made by Robert Paty and seconded by Deborah Owen. Motion passed unanimously.
- c. Motion to approve the revised Catalog job description and remove the Assistant Cataloger position. Motion made by Deborah Owen and seconded by Robert Hormell. Motion passed unanimously.
- d. Motion made to approve the New Services job description as revised by Robert Paty and seconded by Kevin Tellor. Motion passed unanimously.
- e. Motion to approve the revised USA Patriot Act and Policy as presented. Motion by Robert Paty and seconded by Robert Hormell. Motion passed unanimously.
- f. Motion to approve the Disabled Patron Policy made by Robert Hormell and seconded by Kevin Tellor. Motion carried unanimously.
- g. Motion to approve the adoption of the Grievance Policy made by Robert Hormell and seconded by Deborah Owen. Motion carried unanimously.

Adjournment –

Motion made to adjourn the meeting at 8:19 p.m. made by Robert Hormell and seconded by Kevin Tellor. Motion carried unanimously.

Date for next Regular Meeting – February 9, 2017