

**Glen Carbon Centennial Library District
Board Meeting Minutes
Thursday, January 11, 2018 at 7:00 p.m.
Community Room**

Call to Order: 7:03 p.m.

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

Christine Gerrish (Director)

Recognition of Visitors – None

Accept or correct following minutes:

- Motion to accept the November 9, 2017 Board Minutes with corrections made by Robert Hormell and seconded by Robert Paty. Motion carried unanimously.

Communications – Suburban Journal (various events), Glen Ed Pantry, and Edwardsville Intelligencer (various events)

Director's Report – Christine Gerrish

- Report presented and filed
- Motion to accept the new GCCL roof color made by Robert Hormell and seconded by Robert Paty. Motion carried unanimously.

Treasurer's Report – Robert Paty

- a. Motion to approve November 2017 Financials of \$35,620.90 and December 2017 Financials of \$44,993.66 made by Robert Hormell and seconded by Anne Link.

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

- b. Motion made to approve the November and December 2017 Transfers made by Robert Hormell and seconded by Kevin Tellor. Social Security/Medicare = \$2563.71; IMRF = \$3202.98; Building = \$6884.59; Insurance = \$3277.47; Audit = \$4650.00.

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

Unfinished Business –

- Discussed Trustees Orientation Handbook

New Business –

- a. Motion to adopt the Ordinance 18-1, 2018 Library Trustee Board Meeting Dates made by Robert Hormell and seconded by Robert Paty. Motion carried unanimously.

- b. Motion to approve the revised Sexual Harassment Policy made by Robert Hormell and seconded by Robert Paty. Motion made unanimously.

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- c. Motion to approve the Sexual Harassment Ordinance 18-2 made by Robert Hormell and seconded by Robert Paty. Motion carried unanimously.

- d. Motion to approve Staffing for Election Dates made by Robert Hormell and seconded by Anne Link.
Roll Call: Kathy Dortch, Robert Hormell, Robert Paty, Kevin Tellor, and Anne Link. Motion carried unanimously.

- e. Closed Minutes Reviewed

Adjournment –

Motion made to adjourn the meeting at 7:58 p.m. by Robert Hormell and seconded by Kevin Tellor.

Date for next Regular Meeting – February 8, 2018

**Glen Carbon Centennial Library District
Board Meeting Minutes
Thursday, February 8, 2018 at 7:00 p.m.
Community Room**

Call to Order: 7:00 p.m.

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

Christine Gerrish (Director)

Recognition of Visitors – None

Accept or correct following minutes:

- Motion to accept the January 11, 2018 Board Minutes made by Robert Hormell and seconded by Robert Paty. Motion carried unanimously.

Communications – Suburban Journal (various events) and Edwardsville Intelligencer (various events)

Director's Report – Christine Gerrish

- Roof Update Discussed
- Water Damage Discussed

Treasurer's Report – Robert Paty

- Motion to approve the January 2018 Financials of \$48,560.70 made by Robert Hormell and seconded by Amy Gabriel.
Roll Call: Deborah Owen, Amy Gabriel, Robert Paty, Robert Hormell, Kevin Tellor, and Anne Link.
Motion carried unanimously.
- Motion to approve the January 2018 Transfers made by Robert Paty and seconded by Deborah Owen. Social Security/Medicare = \$1318.63; IMRF = \$1550.53; Building = \$1210.01; Insurance = 1357.60.
Roll Call: Deborah Owen, Amy Gabriel, Robert Paty, Robert Hormell, Kevin Tellor, and Anne Link.
Motion carried unanimously.

Unfinished Business –

- Discussed Trustees Orientation Handbook
- Discussed Health Insurance

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New Business –

- Motion to accept the revised Prorated Holiday and Emergency Closings (Pay when closed) by Robert Hormell and seconded by Robert Paty. Motion carried unanimously.

- Motion to adopt the Hours of Service policy as presented and modified (Wednesday-Sunday) made by Robert Hormell and seconded by Deborah Owen. Motion carried unanimously.

- Motion to adopt the Hours of Service policy as presented and modified (Sunday year round) made by Robert Hormell and seconded by Deborah Owen. Motion carried with one nay.

- Motion to accept the Accounting Contract as presented made by Robert Hormell and seconded by Kevin Tellor.
Roll Call: Deborah Owen, Amy Gabriel, Robert Paty, Robert Hormell, Kevin Tellor, and Anne Link.
Motion carried unanimously.

Adjournment –

Motion made to adjourn the meeting at 7:51 p.m. by Robert Hormell and seconded by Kevin Tellor.

Date for next Regular Meeting – March 8, 2018

Glen Carbon Centennial Library District
Board Meeting Minutes
Thursday, March 8, 2018 at 7:00 p.m.
Community Room

Call to Order: 7:00 p.m.

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

Christine Gerrish (Director)

Recognition of Visitors – None

Accept or correct following minutes:

- Motion to accept the February 8, 2018 Board Minutes made by Robert Hormell and seconded by Robert Paty. Corrected noted by Christine Gerrish. Motion carried unanimously.

Communications – Thank you notes to Magi and the staff and Edwardsville Intelligencer (Fiesta de Libros)

Director's Report – Christine Gerrish

- Roof Update Discussed
- Hiring of Cataloging position (Elizabeth Pratt) completed
- Website ready to go live by end of month

Treasurer's Report – Robert Paty

- Motion to approve the February 2018 Financials of \$39,723.84 made by Robert Hormell and seconded by Amy Gabriel.
Roll Call: Kathy Dortch, Deborah Owen, Amy Gabriel, Robert Paty, Robert Hormell, and Kevin Tellor. Motion carried unanimously.
- Motion to approve the February 2018 Transfers made by Deborah Owen and seconded by Amy Gabriel. Social Security/Medicare = \$1269.81; IMRF = \$1496.64; Building = \$1865.11; Insurance = \$2275.74; Grants = \$4822.47.
Roll Call: Deborah Owen, Amy Gabriel, Robert Paty, Robert Hormell, Kevin Tellor, and Kathy Dortch. Motion carried unanimously.

Unfinished Business –

- Motion to approve Health Insurance for Magi Henderson deferred to April to determine full effect of all salary impacts
- Motion to approve Health Insurance plan for Christine and Michelle in the amount of \$782.24 per month with United Health Care made by Robert Hormell and seconded by Robert Paty. Roll Call: Deborah Owen, Amy Gabriel, Robert Paty, Robert Hormell, Kevin Tellor, and Kathy Dortch. Motion carried unanimously.

New Business –

- Homecoming Parade – discussed who might walk in it from the Trustees as well as Mother Jones group (June 16)
- Meeting to discuss draft 2018–2019 budget to be scheduled within the next two weeks

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Community Room**

- Solicitation of director response to director evaluation requested by April 2, 2018. Forms provided in paper and electronically.
- Informal discussion of the current photocopier and its continual maintenance issues.

Adjournment –

Motion made to adjourn the meeting at 8:16 p.m. by Robert Hormell and seconded by Kevin Tellor.

Date for next Regular Meeting – April 12, 2018

Glen Carbon Centennial Library District
Board Meeting Minutes
Thursday, April 12, 2018 at 7:00 p.m.
Community Room

Call to Order: 7:00 p.m.

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

Christine Gerrish (Director)

Recognition of Visitors – None

Accept or correct following minutes:

- Motion to accept the March 8, 2018 Board Minutes made by Deborah Owen and seconded by Kevin Tellor. Motion carried unanimously.

Communications – Thank you notes to Magi and staff; Edwardsville Intelligencer article from March 2018

Director's Report – Christine Gerrish

- Roof Update Discussed
- Water Damage Discussed

Treasurer's Report – Robert Paty

- Motion to approve the March 2018 Financials of \$49,743.96 made by Anne Link and seconded by Deborah Owen.
Roll Call: Kathy Dortch, Deborah Owen, Robert Paty, Anne Link, Kevin Tellor. Motion carried unanimously.
- Motion to approve the March 2018 Transfers of Social Security/Medicare = \$1800.34; IMRF = \$2061.56; Building = \$5383.59; Insurance = \$2932.30; Grants= \$200.36 made by Anne Link and seconded by Deborah Owen.
Roll Call: Kathy Dortch, Deborah Owen, Robert Paty, Anne Link, Kevin Tellor. Motion carried unanimously.

Personnel Committee – Deborah Owen (Chair), Anne Link, Amy Gabriel

- Library Director Evaluation Discussed (Closed)
- Staff Evaluations Discussed (Closed)

Motion made to move into Closed Session for Library Director Evaluations made by Kevin Tellor and seconded by Robert Paty at 7:39 p.m. Motion made to move out of Closed Session at 8:25 p.m.

Motion made to move into Closed Session for Library Director Evaluations at 8:29 p.m. Motion made to move out of Closed Session for Library Director Evaluations at 9:22 p.m. made by Deborah Owen and seconded by Kevin Tellor.

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Board Meeting Minutes
Thursday, April 12, 2018 at 7:00 p.m.
Community Room

Unfinished Business –

- Health Insurance
Motion made to raise compensation to assist for Medicare costs from \$19.40 to \$24.27 made by Deborah Owen and seconded by Anne Link.
Roll Call: Kathy Dortch, Deborah Owen, Robert Paty, Anne Link, and Kevin Tellor. Motion carried unanimously.

- Budget 2018-2019 - Second Review
Discussed changes in grants and copier

New Business –

- Copier Discussed

- Databases
Motion made to purchase the Brain HQ Database made by Robert Paty and seconded by Deborah Owen.
Roll Call: Kathy Dortch, Deborah Owen, Robert Paty, Anne Link, and Kevin Tellor. Motion carried unanimously.

- Library History Discussed

Adjournment –

Motion to adjourn the meeting at 9:47 p.m. made by Kevin Tellor and seconded by Deborah Owen.
Motion carried unanimously.

Date for next Regular Meeting – May 10, 2018

**Glen Carbon Centennial Library District
Board Meeting Minutes
Thursday, May 10, 2018 at 7:00 p.m.
Community Room**

Call to Order: 7:00 p.m.

Roll Call: Kathy Dortch, Deborah Owen, Robert Paty (arrived at 8:11pm), Kevin Tellor, Robert Hormell present. Amy Gabriel absent with notice.

Christine Gerrish (Director)

Recognition of Visitors – David T. Boduch, Chris Krusa (discussed backgrounds of Trustee candidates and also overview of Trustees' background)

Motion made by Robert Hormell and seconded by Deborah Owen to extend an offer to David T. Boduch to fill the unexpired term of Anne Link. Motion approved unanimously.

Accept or correct following minutes:

- Motion to accept the April 12, 2018 Board Minutes as corrected made by Kevin Tellor and seconded by Deborah Owen. Motion carried unanimously.

Communications – Letter of resignation by Anne Link

Director's Report – Christine Gerrish

- Roof Update Discussed
- Water Damage Discussed
- Grants discussed

Motion to take agenda out of order made by Kevin Tellor and seconded by Deborah Owen. Motion carried unanimously.

Treasurer's Report – Robert Paty

- Motion to approve the April 2018 Financials of \$36,249.50 made by Robert Hormell and seconded by Deborah Owen.
Roll Call: Kathy Dortch, Deborah Owen, Robert Paty, Kevin Tellor, Robert Hormell. Motion carried unanimously.
- Motion to approve the April 2018 Transfers of Social Security/Medicare = \$1,446.97; IMRF = \$1,466.06; Building = \$1,200.00; Insurance = \$1,066.61; Grants= \$359.90 made by Robert Hormell and seconded by Kevin Tellor.
Roll Call: Kathy Dortch, Deborah Owen, Robert Paty, Kevin Tellor, Robert Hormell. Motion carried unanimously.

Unfinished Business –

- Motion to approve the Finance committee minutes of March 13, 2018 made by Deborah Owen and seconded by Robert Hormell. Motion carried unanimously.
- Budget 2018-2019 - Third Review with final vote to be taken at June meeting
- Discussed copiers – Christi will finalize the evaluation of the two possible copiers and bring a recommendation to the Board at the June meeting.

**Glen Carbon Centennial Library District
Board Meeting Minutes
Thursday, May 10, 2018 at 7:00 p.m.
Community Room**

New Business –

- Anne Link Resignation Letter accepted
- Library Carpet discussion – goal of bringing options to Board either in June or July
- Library Spaces – Motion made by Robert Hormell and seconded by Deborah Owen to execute a rearrangement of office space to be able to make the current director’s office into a larger meeting room and that the director will now occupy the previous assistant director’s office and the circulation manager will return to the location occupied by previous heads of circulation. Motion carried unanimously.
- Probation Policy – Motion made by Robert Hormell and seconded by Kevin Tellor to approve the revision to the Probationary Period Policy. Motion approved unanimously.
Children’s Associate Position – Motion made by Robert Paty and seconded by Deborah Owen to make the two Children’s associate positions 30 hours each. Roll Call: Kathy Dortch, Deborah Owen, Robert Paty, Kevin Tellor, Robert Hormell. Motion carried unanimously.
- Library History – Motion made by Deborah Owen and seconded by Robert Hormell to adopt the revision to the Library History document. Motion carried unanimously.
- 2018 Nonresident Card Fees – Motion made by Robert Hormell and seconded by Kevin Tellor to change the percentage to 0.001938. Motion carried unanimously.
- June Meeting – Change in Venue to Police Station Community Room

Adjournment –

Motion to adjourn the meeting at 9:25p.m. made by Robert Hormell and seconded by Deborah Owen. Motion carried unanimously.

Date for next Regular Meeting – May 10, 2018

**Glen Carbon Centennial Library District
Board Meeting Minutes
Thursday, June 14, 2018 at 7:00 p.m.
Community Room**

Call to Order: 7:00 p.m.

Roll Call: Kathy Dortch, Robert Paty, Kevin Tellor, Robert Hormell, Amy Gabriel. Deborah Owen absent with notice.

Christine Gerrish (Director)

Recognition of Visitors – David Klingensmith

Swearing in of David T. Boduch as trustee

Accept or correct following minutes:

- Motion to accept the May 10, 2018 Board Minutes made by ? and seconded by ???. Motion carried unanimously.

Communications –

Director's Report – Christine Gerrish

- Roof Update Discussed
- Water Damage Discussed

Treasurer's Report – Robert Paty

- Motion to approve the May 2018 Financials of \$50,027.49 made by Robert Hormell and seconded by Amy Gabriel.
Roll Call: Kathy Dortch, David Boduch, Robert Paty, Kevin Tellor, Amy Gabriel, Robert Hormell.
Motion carried unanimously.
- Motion to approve the May 2018 Transfers of Social Security/Medicare = \$1426.59; IMRF = \$1,710.31; Building = \$6,117.40; Insurance = \$1,301.62; Grants= \$1,149.60 made by Robert Hormell and seconded by Kevin Tellor.
Roll Call: Kathy Dortch, Robert Paty, Kevin Tellor, Robert Hormell, David Boduch, Amy Gabriel.
Motion carried unanimously.

Unfinished Business –

- Budget 2018-2019 – Final Review
Motion to approve the personnel budget for 2018-2019 of \$295,356.60 made by Robert Hormell and seconded by Amy Gabriel. Roll Call: Kathy Dortch, Robert Paty, Kevin Tellor, Robert Hormell, David Boduch, Amy Gabriel. Motion carried unanimously.

Motion to approve the operational budget for 2018-2019 of \$302,430 made by Robert Hormell and seconded by Kevin Tellor. Roll Call: Kathy Dortch, Robert Paty, Kevin Tellor, Robert Hormell, David Boduch, Amy Gabriel. Motion carried unanimously.
- Copier

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Community Room**

Motion to approve the purchase of the Kyocera copier at \$6,281 made by Robert Hormell and seconded by Robert Paty. Roll Call: Kathy Dortch, Robert Paty, Kevin Tellor (abstain), Robert Hormell, David Boduch, Amy Gabriel (abstain). Motion carried with abstentions.

Motion to find that Konica-Minolta has violated the contract for the existing copier and that the contract is therefore void made by Robert Paty and seconded by David Boduch. The library director will forward appropriate correspondence to Konica-Minolta informing of same. Roll Call: Kathy Dortch, Robert Paty, Kevin Tellor (abstain), Robert Hormell, David Boduch, Amy Gabriel (abstain). Motion carried with abstentions.

- Library Carpet – will put on July agenda for a final vote

New Business –

- 18-2 Prevailing Wage Ordinance. Motion to approve made by Robert Hormell and seconded by Robert Paty. Motion approved unanimously.
- 18-3 Building & Maintenance Ordinance. Motion to approve made by Amy Gabriel and seconded by Kevin Tellor. Motion approved unanimously.
- Conference Table – discussed and put on July agenda
- Meeting Room Policy – Motion to approve the addition of the conference room to the existing policy by Robert Hormell and seconded by Robert Paty. Motion approved unanimously.
- Library Director Job Description. Motion to approve the library director job description with the addition of the responsibility of “Review, select, order and process adult materials” made by Amy Gabriel and seconded by David Boduch. Motion approved unanimously.
- Circulation Manager Job Description. Motion to approve the circulation manager job description with the three deleted items and the additions of “plan and promote library programs for adults” and “attend System and/or State meetings as necessary” made by Amy Gabriel and second by Robert Hormell. Motion approved unanimously.

Adjournment –

Motion to adjourn the meeting at 9:02p.m. made by Robert Hormell and seconded by Kevin Tellor. Motion carried unanimously.

Date for next Regular Meeting – July 12, 2018

**Glen Carbon Centennial Library District
Board Meeting Minutes
Thursday, July 12, 2018 at 7:00 p.m.
Community Room**

Call to Order: 7:00 p.m.

Roll Call: Kathy Dortch, Robert Paty, Amy Gabriel, Robert Hormell, and David Boduch. Kevin Tellor and Deborah Owen absent with notice.

Motion made by Amy Gabriel and seconded by Robert Paty to appoint Robert Hormell as secretary of the Glen Carbon Centennial Library. Motion approved unanimously.

Christine Gerrish (Director)

Recognition of Visitors

Accept or correct following minutes:

- Motion to accept the June 14, 2018 Board Minutes as corrected made by Amy Gabriel and seconded by Robert Paty. Motion carried unanimously.

Communications – feedback letter on library experience, American Red Cross on blood drive, thank you to Magi on book acquisition, thank you from another child on experiences at the library, Intelligencer article on scholarships and library story walk.

Director's Report – Christine Gerrish

- Need to search yet again for a Circulation Manager as current applicant rescinded her acceptance
- New Printer is installed
- Roof Update Discussed
- Water Damage Discussed

Treasurer's Report – Robert Paty

- Motion to approve the June 2018 Financials of \$55,802.87 made by Robert Hormell and seconded by Amy Gabriel.

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

Unfinished Business –

- Library Carpet – to be addressed in August meeting
- Conference Room Furniture – to be addressed in August meeting
- Meeting room policy – to be addressed in August meeting

New Business –

- Accept resignation of Robert Paty as treasurer. Motion to approve made by Robert Hormell and seconded by David Boduch. Motion approved unanimously.
- Appoint David Boduch as Library Board Treasurer. Motion to approve made by Robert Hormell and seconded by Amy Gabriel. Motion approved unanimously.
- Library Board Appointee discussion

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Thursday, July 12, 2018 at 7:00 p.m.
Community Room**

- Discuss of Ordinance 18-4 Budget and Appropriation – to be reviewed in August and passed in September

Adjournment –

Motion to adjourn the meeting at 8:08 p.m. made by Robert Hormell and seconded by David Boduch.
Motion carried unanimously.

Date for next Regular Meeting – August 9, 2018

**Glen Carbon Centennial Library District
Board Meeting Minutes
Thursday, August 9, 2018 at 7:00 p.m.
Conference Room**

Call to Order: 7:01 p.m.

Roll Call: Kathy Dortch, Robert Paty, Robert Hormell, Kevin Tellor, Deborah Owen and David Boduch. Amy Gabriel absent with notice.

Christine Gerrish (Director)

Recognition of Visitors

Accept or correct following minutes:

- Motion to accept the July 12, 2018 Board Minutes as corrected by Robert Hormell and seconded by Robert Paty. Motion carried unanimously.

Communications – Illinois Suburban Journal review of movies, Telegraph article on Hayner Library.

Director's Report – Christine Gerrish

- Roof Update
- Water Damage Update

Treasurer's Report – Robert Paty

- Motion to approve the July 2018 Financials of \$59,076.41 made by Robert Hormell and seconded by Deborah, Owen Roll Call: Kathy Dortch, David Boduch, Robert Paty, Kevin Tellor, Deborah Owen and Robert Hormell. Motion carried unanimously.
- Motion to approve the July 2018 transfers of Social Security = \$1,159.36, IMRF = \$1,460.31 and Grants = \$0 made by Robert Hormell and seconded by David Boduch. Roll Call: Kathy Dortch, David Boduch, Robert Paty, Kevin Tellor, Deborah Owen and Robert Hormell. Motion carried unanimously.
- Motion to approve the end of 2017-2018 year transfers of Social security = \$1,155.73, IMRF = \$1,260.02, Building = \$18,036,57, Insurance = \$1,631.92 and Grants = \$9,934.39 made by Deborah Owen and seconded by Robert Hormell. Roll Call: Kathy Dortch, David Boduch, Robert Paty, Kevin Tellor, Deborah Owen and Robert Hormell. Motion carried unanimously.

Unfinished Business –

- Library Carpet. Motion made by Robert Hormell and seconded by Kevin Tellor to approve Vallow to replace the carpet at a price of \$4,923,80. Roll Call: Kathy Dortch, David Boduch, Robert Paty, Kevin Tellor, Deborah Owen and Robert Hormell. Motion carried unanimously.
- Conference Room Furniture. Motion made by Robert Hormell and seconded by Kevin Tellor to purchase a conference table from Egyptian Workspace Partners at a price of \$886.53. Roll Call: Kathy Dortch, David Boduch, Robert Paty, Kevin Tellor, Deborah Owen and Robert Hormell. Motion carried with a nay vote by Robert Paty.

New Business –

- Annual Report. Motion to accept the annual report by Deborah Owen and seconded by David Boduch. Motion passed unanimously.

**Glen Carbon Centennial Library District
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Thursday, August 9, 2018 at 7:00 p.m.
Conference Room**

- Library Board Meeting Dates. Motion to approve the third Tuesday of each month with the exception of the November meeting which will be on the fourth Tuesday made by Robert Hormell and seconded by David Boduch. Motion approved unanimously.
- Vacation Policy. Motion to approve the addition of negotiation of vacation time for management positions and 38 hour positions at the time of hire or end of the Probationary period made by Robert Hormell and seconded by Robert Paty. Motion passed unanimously.
- Discussion of Ordinance 18-4 Budget & Appropriation. Public meeting will be held at 7pm on September 18, 2018.

Adjournment –

Motion to adjourn the meeting at 8:39p.m. made by Robert Hormell and seconded by Kevin Tellor.
Motion carried unanimously.

Date for next Regular Meeting – September 18, 2018

**Glen Carbon Centennial Library District
Board Meeting Minutes
Thursday, September 18, 2018 at 7:00 p.m.
Conference Room**

Call to Order: 7:00 p.m.

Roll Call: Robert Paty, Robert Hormell, Kevin Tellor, Deborah Owen, and Amy Gabriel,. Kathy Dortch and David Boduch absent with notice.

Christine Gerrish (Director)

Recognition of Visitors - Cheryl Hager (Circulation Manager)

Public Hearing for Ordinance 16-4 Budget & Appropriation – no response from public

Accept or correct following minutes:

- Motion to accept the August 9, 2018 Board Minutes as corrected by Robert Hormell and seconded by Amy Gabriel. Motion carried unanimously.

Communications – Illinois Suburban Journal review of Friday morning movie.

Director's Report – Christine Gerrish

- Water Damage Update

Treasurer's Report – Robert Paty

- Motion to approve the August 2018 Financials of \$53,592.72 made by Robert Hormell and seconded by Deborah Owen. Roll Call: Robert Paty, Kevin Tellor, Deborah Owen, Amy Gabriel and Robert Hormell. Motion carried unanimously.
- Motion to approve the September 2018 transfers of Social Security = \$1,839.95, IMRF = \$2,165.33, Building = \$8,645.54, Insurance = \$1,298.80 and Grants = \$3,282.98 and the August transfers of Building = \$7,856.00, Insurance = \$4,844.27 and Grants = \$112.35 made by Robert Hormell and seconded by Amy Gabriel. Roll Call: Robert Paty, Kevin Tellor, Deborah Owen, Amy Gabriel and Robert Hormell. Motion carried unanimously.

Unfinished Business –

- Library Carpet. Motion made by Deborah Owen and seconded by Kevin Tellor to approve Vallow to replace the carpet at a price of \$6,494.43. Roll Call: Robert Paty, Kevin Tellor, Deborah Owen Amy Gabriel, and Robert Hormell. Motion carried unanimously.
- Motion to accept 18-4 Ordinance made by Robert Hormell and seconded by Robert Paty. Roll Call: Robert Paty, Kevin Tellor, Deborah Owen Amy Gabriel, and Robert Hormell. Motion carried unanimously.

New Business –

- Discussed Ordinance 18-5 and will vote on it at the October meeting.

Adjournment –

Motion to adjourn the meeting at 7:45p.m. made by Kevin Tellor and seconded by Robert Paty. Motion carried unanimously.

**Glen Carbon Centennial Library District
Board Meeting Minutes
Thursday, September 18, 2018 at 7:00 p.m.
Conference Room**

Date for next Regular Meeting – October 16, 2018

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday, October 16, 2018 at 7:00 p.m.
Conference Room**

Call to Order: 7:01 p.m.

Roll Call: Robert Hormell, Kevin Tellor, Deborah Owen, and David Boduch. Kathy Dortch, Robert Paty, and Amy Gabriel absent with notice.

Christine Gerrish (Director)

Recognition of Robert David Klingensmith

Acceptance of resignation of Robert Paty. Motion to accept by Robert Hormell and seconded by David Boduch. Motion approved unanimously.

Motion to approve the appointment of Robert David Klingensmith as Trustee made by Robert Hormell and seconded by Deborah Owen. Motion approved unanimously.

Accept or correct following minutes:

- Motion to accept the September 18, 2018 Board Minutes as corrected by Robert Hormell and seconded by Kevin Tellor. Motion carried unanimously.

Communications – Illinois Suburban Journal notes on events and thank you note from an author who donated four copies of her new book to the library.

Director's Report – Christine Gerrish

- Carpet Update

Treasurer's Report – David Boduch

- Motion to approve the September 2018 Financials of \$37,482.33 made by Robert Hormell and seconded by Deborah Owen. Roll Call: David Klingensmith, Kevin Tellor, Deborah Owen, David Boduch, and Robert Hormell. Motion carried unanimously.
- Motion to approve the October 2018 transfers of Social Security = \$1,229.81, IMRF = \$1,362.27, Building = \$1,482.63, Insurance = \$1,562.90 and Grants = \$275.42 made by Robert Hormell and seconded by Kevin Tellor. Roll Call: David Klingensmith, David Boduch, Kevin Tellor, Deborah Owen, and Robert Hormell. Motion carried unanimously.

Unfinished Business –

- Motion made to approve Ordinance 18-5 made by Robert Hormell and seconded by David Boduch. Roll call: David Klingensmith, David Boduch, Kevin Tellor, Deborah Owen, and Robert Hormell. Motion carried unanimously.

New Business –

- Motion to approve the Meal and Breaks Policy made by Robert Hormell and seconded by Kevin Tellor. Motion carried unanimously.
- Motion to approve the inclusion of those employees who are anticipated to work more than 1000 hours per year will be included in IMRF made by Robert Hormell and seconded by Kevin

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Tuesday, October 16, 2018 at 7:00 p.m.
Conference Room**

Tellor. Roll call: David Klingensmith, David Boduch, Kevin Tellor, Deborah Owen, and Robert Hormell. Motion carried unanimously.

Adjournment –

Motion to adjourn the meeting at 8:01p.m. made by Robert Hormell and seconded by Kevin Tellor. Motion carried unanimously.

Date for next Regular Meeting – October 16, 2018

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday, November 27, 2018 at 7:00 p.m.
Conference Room**

Call to Order: 7:01 p.m.

Roll Call: Kathy Dortch, Robert Hormell, Kevin Tellor, Deborah Owen, and David Boduch and Amy Gabriel. David Klingensmith absent with notice

Christine Gerrish (Director)

Motion to accept the Annual audit report as submitted by C. J. Schlosser & Company, L.L.C. made by Robert Hormell and seconded by David Boduch. Motion approved unanimously.

Motion to approve the appointment of Robert David Klingensmith as Trustee made by Robert Hormell and seconded by Deborah Owen. Motion approved unanimously.

Accept or correct following minutes:

- Motion to accept the October 18, 2018 Board Minutes as corrected by Deborah Owen and seconded by Robert Hormell. Motion carried unanimously.

Communications – Illinois Suburban Journal notes on events, Intelligencer articles on upcoming programs and thank you note from Mrs. Mullin's 3rd grade class.

Director's Report – Christine Gerrish

- Lighting update
- Long range plan – discussion of more Board involvement in taking the draft to fruition
- Motion to have staff training day on January 4, 2019 made by Amy Gabriel and seconded by David Boduch. Motion carried unanimously.

Treasurer's Report – David Boduch

- Motion to approve the October 2018 Financials of \$41,034.23 made by Robert Hormell and seconded by Amy Gabriel. Roll Call: Kathy Dortch, Kevin Tellor, Deborah Owen, David Boduch, Amy Gabriel and Robert Hormell. Motion carried unanimously.
- Motion to approve the October 2018 transfers of Social Security = \$1,211.92, IMRF = \$1,310.11, Building = \$1,959.72, Insurance = \$1,349.12, Audit = \$300 and Grants = \$0 made by Robert Hormell and seconded by Deborah Owen. Roll Call: Kathy Dortch, Kevin Tellor, Deborah Owen, David Boduch, Amy Gabriel and Robert Hormell. Motion carried unanimously.
- Motion to approve the end of year transfer of \$83,659.23 into the Reserve account made by Robert Hormell and seconded by David Boduch. Roll call: Kathy Dortch, Kevin Tellor, Deborah Owen, David Boduch, Amy Gabriel and Robert Hormell. Motion carried unanimously.

Personnel Committee – Deborah Owen

- Motion to go into closed session at 7:48pm by Amy Gabriel and seconded by Kevin Tellor. Motion carried unanimously. Librarian asked to leave the room.

Unfinished Business –

- Copier – no action from the Board awaiting future more formal responses from Konica

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday, November 27, 2018 at 7:00 p.m.
Conference Room**

- Letters to patrons (different letters to existing patrons as opposed to Glen Carbon resident non-patrons)

New Business –

- Motion made by Amy Gabriel and seconded by Kevin Tellor to approve the revised wording of the study room policy relative to Lidded beverages. Motion approved unanimously.
- Disposal of Surplus Policy revisions motion made to approve by Amy Gabriel and seconded by Deborah Owen. Roll call: Kathy Dortch, Kevin Tellor, Deborah Owen, David Boduch, Amy Gabriel and Robert Hormell. Motion carried unanimously.
- Committee assignments
- Motion made to keep all closed minutes from July 25, 2005 through April 12, 2018 made by Robert Hormell and seconded by Kevin Tellor. Motion carried unanimously.
- Reviewed Illinois Standards Chapter 8 – Public Service
- Reviewed Trustees Facts File Chapters 6-10

Adjournment –

Motion to adjourn the meeting at 9:20 p.m. made by Kevin Tellor and seconded by Deborah Owen. Motion carried unanimously.

Date for next Regular Meeting – January 15, 2019