

Glen Carbon Centennial Library District  
Board Meeting Agenda  
Tuesday, January 15, 2019 at 7:00 p.m.  
Conference Room

Call to Order

Roll Call

Recognition of Visitors

Annual Audit Report – Kevin Tepin

Accept or correct following minutes:

- 11.27.18 Board Minutes

Communications

Director's Report – Christine Gerrish

- Long Range Plan
- Staff Training Day
- Legislative Breakfast
- Village Annexations

Treasurer's Report – David Boduch

- November & December, 2018 Financials and Transfers

Personnel Committee – Deborah Owen

- Approval of Closed Minutes

Unfinished Business –

- Copier
- Letters to Patrons

New Business –

- Reference Service Policy
- Unused Inventory (Chalkboard & Stools)
- Health Insurance
- Trustee Reimbursement
- Security Key Pad and Panic Button Replacement
- 19-1 Meeting dates for 2019

Adjournment

Date for next Regular Meeting – February 19, 2019

Glen Carbon Centennial Library District  
Board Meeting Agenda  
Tuesday, February 19, 2019 at 7:00 p.m.  
Conference Room

Call to Order

Roll Call

Recognition of Visitors

Accept or correct following minutes:

- 1.15.19 Board Minutes

Communications

Director's Report – Christine Gerrish

- Village Annexations
- Light Bulb Conversion
- Ballast Work in Electric Room

Treasurer's Report – David Boduch

- January, 2019 Financials and Transfers

Personnel Committee – Deborah Owen

- Director's Annual Evaluation

Unfinished Business –

- Copier
- Letters to Patrons

New Business –

- Sick Time Policy
- 19-2 Ordinance to Annex Property into the Glen Carbon Centennial Library District

Adjournment

Date for next Regular Meeting – March 19, 2019

Glen Carbon Centennial Library District  
Board Meeting Agenda  
Tuesday, March 19, 2019 at 7:00 p.m.  
Conference Room

Call to Order

Roll Call

Recognition of Visitors

Accept or correct following minutes:

- 2.19.19 Board Minutes

Communications

Director's Report – Christine Gerrish

Treasurer's Report – David Boduch

- February, 2019 Financials and Transfers

Finance Committee – David Boduch

- 3.12.19 Committee Minutes
- 3.13.18 Committee Minutes
- Operations Budget 2019-2020
- Minimum Wage Increase

Personnel Committee – Deborah Owen

- Director's Annual Evaluation

Unfinished Business –

- Copier – No new developments
- Letters to Patrons
- Sick Time Policy

New Business –

- Vacation Leave Policy

Adjournment

Date for next Regular Meeting –April 16, 2019

Glen Carbon Centennial Library District  
Board Meeting Agenda  
Tuesday, April 16, 2019 at 7:00 p.m.  
Conference Room

Call to Order

Swearing In of Carrie Smith

Roll Call

Recognition of Visitors

Accept or correct following minutes:

- 3.19.19 Board Minutes

Communications

Director's Report – Christine Gerrish

Treasurer's Report – David Boduch

- March, 2019 Financials and Transfers

Personnel Committee – Deborah Owen

- Director's Annual Evaluation (Closed)

Unfinished Business –

- Copier – No new developments
- Letters to Patrons

New Business –

- 2019 Franklin Vaughn Contract
- 2019-2020 Budget

Adjournment

Date for next Regular Meeting –May 21, 2019

Glen Carbon Centennial Library District  
Board Meeting Agenda  
Tuesday, May 21, 2019 at 7:00 p.m.  
Conference Room

Call to Order

Swearing In of Robert D Klingensmith and David Boduch

Roll Call

Recognition of Visitors

Communications

Accept or correct following minutes:

- 4/16/19 Board Minutes
- 4/30/19 Board Minutes
- 5/9/19 Personnel Minutes

Director's Report – Christine Gerrish

Treasurer's Report – David Boduch

- April, 2019 Financials and Transfers

Personnel Committee – Deborah Owen

- Director's Action Plan

Building Committee

Ad Hoc Strategic Planning Committee

Unfinished Business –

- 2019-2020 Staff Budget

New Business –

- Meeting Room Policy
- Bylaws – Agenda Format
- Parade

Adjournment

Date for next Regular Meeting –June 18, 2019

Glen Carbon Centennial Library District  
Board Meeting Agenda  
Tuesday, June 18, 2019 at 7:00 p.m.  
Conference Room

Call to Order

Swearing In of Robert D Klingensmith

Roll Call

Recognition of Visitors

Communications

Accept or correct following minutes:

- 5/22/19 Board Minutes
- 5/28/19 Personnel Committee Minutes

Director's Report – Christine Gerrish

Treasurer's Report – David Boduch

- May, 2019 Financials and Transfers

Personnel Committee – Deborah Owen

- Director's Action Plan (closed)

Building Committee – Dave Klingensmith

Ad Hoc Strategic Planning Committee – Carrie Smith

Unfinished Business –

- Meeting Room Policy
- Bylaws – Agenda Format

New Business –

- Computer Use Policy
- 19-3 Building & Maintenance Ordinance
- Mobile Hotspots
- Nonresident Fee
- Election of Officers

Adjournment

Date for next Regular Meeting –July 16, 2019

Glen Carbon Centennial Library District  
Board Meeting Agenda  
Tuesday, July 16, 2019 at 7:00 p.m.  
Conference Room

- I. Call to Order and Roll Call
- II. Recognition of Visitors and Public Comment
- III. Consent Agenda
  - A. Director's Report – Christine Gerrish
    - Business Calendar
    - Staff Retention Analysis
  - B. Reports of Youth Services and Circulation
  - C. Approval of Board and Committee minutes:
    - 6/18/19 Board Minutes
    - 7/11/19 Long Range Planning Committee Minutes
- IV. Correspondence and Communications
- V. Treasurer's Report – David Boduch
  - A. June, 2019 Financials
  - B. June, 2019 Transfers
- VI. Reports of Standing Committees
  - A. Finance Committee – David Boduch
  - B. Personnel Committee – Deborah Owen
  - C. Building Committee – Dave Klingensmith
- VII. Reports of Special Committees
  - A. Strategic Planning Committee – Carrie Smith
- VIII. Unfinished Business –
- IX. New Business –
  - Semi Annual Review of Closed Minutes
  - 19-4 B & A Ordinance Discussion
- X. Topics for Future Discussion
- XI. Adjournment

Date for next Regular Meeting –August 20, 2019

Glen Carbon Centennial Library District  
Board Meeting Agenda  
Tuesday, August 20, 2019 at 7:00 p.m.  
Conference Room

- I. Call to Order and Roll Call
- II. Recognition of Visitors and Public Comment
- III. Consent Agenda
  - D. Director's Report – Christine Gerrish
  - E. Reports of Youth Services and Circulation
  - F. Approval of Board and Committee minutes:
    - 7/16/19 Board Minutes
    - 8/6/19 Strategic Planning Committee Minutes
- IV. Correspondence and Communications
- V. Treasurer's Report – David Boduch
  - C. Updated June, 2019 Financials
  - D. July, 2019 Financials
  - E. July, 2019 Transfers
- VI. Reports of Standing Committees
  - D. Finance Committee – David Boduch
  - E. Personnel Committee – Deborah Owen
  - F. Building Committee – Dave Klingensmith
- VII. Reports of Special Committees
  - B. Strategic Planning Committee – Carrie Smith
- VIII. Unfinished Business –
  - Administrative Calendar
  - Staff Retention Analysis
  - B & A Ordinance Discussion
- IX. New Business –
  - Glen Fest Participation
  - Upholstery Project
  - Annual Report
  - Annual Records Disposal Certificate
- X. Topics for Future Discussion
- XI. Adjournment

Date for next Regular Meeting –September 17, 2019



Glen Carbon Centennial Library District  
Board Meeting Agenda  
Tuesday, September 17, 2019 at 7:00 p.m.  
Conference Room

- XII. Call to Order and Roll Call
- XIII. Public Hearing on Budget & Appropriation Ordinance 19-4
- XIV. Recognition of Visitors and Public Comment
- XV. Consent Agenda
  - G. Director's Report – Christine Gerrish
  - H. Reports of Youth Services and Circulation
  - I. Approval of Board and Committee minutes:
    - 8/20/19 Board Minutes
- XVI. Correspondence and Communications
- XVII. Youth Department Staff Discussion
- XVIII. Treasurer's Report – David Boduch
  - F. August, 2019 Financials
  - G. August, 2019 Transfers
- XIX. Reports of Standing Committees
  - G. Finance Committee – David Boduch
  - H. Personnel Committee – Deborah Owen
  - I. Building Committee – Dave Klingensmith
- XX. Reports of Special Committees
  - C. Strategic Planning Committee – Carrie Smith
- XXI. Unfinished Business –
  - Staff Retention Analysis
  - 19-4 Budget & Appropriation Ordinance
  - Upholstery Project
  - Annual Report
- XXII. New Business –
  - Hanging Art System and Friends Sponsorships
  - Holiday Pay Policy
  - Review Trustee Facts File Chapter 11 – Fundraising
  - Review Trustee Facts File Chapter 12 - Advocacy
- XXIII. Topics for Future Discussion
  - Landscaping
  - Annexations
- XXIV. Adjournment

Date for next Regular Meeting –October 15, 2019

Glen Carbon Centennial Library District  
Board Meeting Agenda  
Tuesday, October 15, 2019 at 7:00 p.m.  
Conference Room

- I. Call to Order and Roll Call
- II. Recognition of Visitors and Public Comment
- III. Consent Agenda
  - J. Director's Report – Christine Gerrish
  - K. Reports of Youth Services and Circulation
  - L. Approval of Board and Committee minutes:
    - 9/17/19 Board Minutes
    - 10/10/19 Personnel Minutes
- IV. Correspondence and Communications
- V. Treasurer's Report – David Boduch
  - H. September, 2019 Financials
  - I. September, 2019 Transfers
- VI. Reports of Standing Committees
  - J. Finance Committee – David Boduch
  - K. Personnel Committee – Carrie Smith
  - L. Building Committee – Dave Klingensmith
- VII. Reports of Special Committees
  - D. Strategic Planning Committee – Carrie Smith
- VIII. Unfinished Business –
  - Staff Retention Analysis
- IX. New Business –
  - Youth Director, Librarian, and Assistant Job Descriptions
  - Review Trustee Facts File Chapter 13 – Fundraising
  - Review Trustee Facts File Chapter 14 – Advocacy
  - 19-5 Tax Levy
  - Annexations
  - Close Library for Staff Development Day, January 3, 2020
  - Action Plan - Closed
- X. Topics for Future Discussion
  - Landscaping
- XI. Adjournment

Date for next Regular Meeting –November 19, 2019

Glen Carbon Centennial Library District  
Board Meeting Agenda  
Tuesday, November 19, 2019 at 7:00 p.m.  
Conference Room

- I. Call to Order and Roll Call
- II. Recognition of Visitors and Public Comment
- III. Consent Agenda
  - M. Director's Report – Christine Gerrish
  - N. Reports of Youth Services and Circulation
  - O. Approval of Board and Committee minutes:
    - 10/15/19 Board Minutes
- IV. Correspondence and Communications
- V. Treasurer's Report – David Boduch
  - J. October, 2019 Financials
  - K. October, 2019 Transfers
- VI. Reports of Standing Committees
  - M. Finance Committee – David Boduch
  - N. Personnel Committee – Carrie Smith
  - O. Building Committee – Dave Klingensmith
- VII. Reports of Special Committees
  - E. Strategic Planning Committee – Carrie Smith
- VIII. Unfinished Business –
  - Annexations
- IX. New Business –
  - Employee Pay
  - Library Board Position
  - Review Trustee Facts File - Appendices
  - Review Standard for Illinois Public Libraries Chapter 3 - Personnel
  - 2018-2019 Audit
- X. Topics for Future Discussion
  - Landscaping
- XI. Adjournment

Date for next Regular Meeting –January 21, 2020