

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

Call to Order: 7:00 p.m.

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

Recognition of Kevin Tepin who discussed the audit report and Carrie Smith.

Christine Gerrish (Director)

Accept or correct following minutes:

- Motion to accept the November 27, 2018 Board Minutes as corrected by Kevin Tellor and seconded by Deborah Owen. Motion carried unanimously.

Communications – Illinois Suburban Journal notes on events, Intelligencer articles on upcoming programs. Glen-Ed pantry summaries of food stuffs collected at the library.

Director's Report – Christine Gerrish

- Long range plan
- Staff training day results
- Legislative breakfast
- Village annexations – Motion to request the inclusion of the GCCL in the annexation procedure of the Village of Glen Carbon and to be notified for each applicable time that GCCL should take subsequent action to annex the same tract made by Kevin Tellor and seconded by David Klingensmith. Motion approved unanimously.

Treasurer's Report – David Boduch

- Motion to approve the November 2018 Financials of \$51,276.46 made by Robert Hormell and seconded by Deborah Owen. Roll Call: Kathy Dortch, Kevin Tellor, Deborah Owen, David Boduch, David Klingensmith and Robert Hormell. Motion carried unanimously.
- Motion to approve the December 2018 Financials of \$50,727.88 made by Robert Hormell and seconded by Deborah Owen. Roll Call: Kathy Dortch, Kevin Tellor, Deborah Owen, David Boduch, David Klingensmith and Robert Hormell. Motion carried unanimously.
- Motion to approve the November – December 2018 transfers of Social Security = \$2,720.70, IMRF = \$3,164.38, Building = \$16,393.18, Insurance = \$2,500.02, Audit = \$4,675.00, and Grants = \$5,392.58 made by Kevin Tellor and seconded by Robert Hormell. Roll Call: Kathy Dortch, Kevin Tellor, Deborah Owen, David Boduch, David Klingensmith and Robert Hormell. Motion carried unanimously.

Personnel Committee – Deborah Owen

Unfinished Business –

- Copier – advised to ignore dunning letter by counsel
- Letters to patrons (different letters to existing patrons as opposed to Glen Carbon resident non-patrons)

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

New Business –

- Motion made by Robert Hormell and seconded by David Boduch to approve the Reference Service policy. Motion approved unanimously.
- Motion made to approve the discarding of a chalkboard and stools of questionable value made by Robert Hormell and seconded by Kevin Tellor. Roll call: Kathy Dortch, Kevin Tellor, Deborah Owen, David Boduch, David Klingensmith and Robert Hormell. Motion carried unanimously.
- Motion to approve the health insurance increase to \$1,042.04 made by Robert Hormell and seconded by Deborah Owen. Roll call: Kathy Dortch, Kevin Tellor, Deborah Owen, David Boduch, David Klingensmith and Robert Hormell. Motion carried unanimously.
- Motion to approve the reimbursement of luncheon expense at a cost of \$26.61 made by David Boduch and seconded by Robert Hormell. Roll call: Kathy Dortch, Kevin Tellor, Deborah Owen (recused), David Boduch, David Klingensmith and Robert Hormell. Motion carried unanimously.
- Motion to approve the procurement of a security key pad and panic button replacement at a cost of \$1,015.00 made by Robert Hormell and seconded by David Boduch. Roll call: Kathy Dortch, Kevin Tellor, Deborah Owen, David Boduch, David Klingensmith and Robert Hormell. Motion carried unanimously.
- Motion to approve meeting dates for 2019 made by Robert Hormell and seconded by David Boduch. Motion approved unanimously.

Adjournment –

Motion to adjourn the meeting at 8:18 p.m. made by Robert Hormell and seconded by Kevin Tellor. Motion carried unanimously.

Date for next Regular Meeting – February 19, 2019

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday, February 19, 2018 at 7:00 p.m.
Conference Room**

Call to Order: 7:15 p.m.

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

Christine Gerrish (Director)

Accept or correct following minutes:

- Motion to approve the January 17, 2019 Board Minutes as corrected by Robert Hormell and seconded by Deborah Owen. Motion carried unanimously.

Communications – Illinois Suburban Journal notes on events, Intelligencer articles on upcoming programs.

Director's Report – Christine Gerrish

- Lighting changes
- Patron letters
- Budget
- Village annexations

Treasurer's Report – David Boduch

- Motion to approve the January 2019 Financials of \$44,626.62 made by Robert Hormell and seconded by David Klingensmith. Roll Call: Kathy Dortch, Deborah Owen, David Boduch, David Klingensmith, and Robert Hormell. Motion carried unanimously.
- Motion to approve the January 2019 transfers of Social Security = \$1366.87, IMRF = \$1651.45, Building = \$2190.97, Insurance = \$3724.55, Audit = \$0, and Grants = \$46.00 made by Robert Hormell and seconded by Deborah Owen. Roll Call: Kathy Dortch, Deborah Owen, David Boduch, David Klingensmith, and Robert Hormell. Motion carried unanimously.

Personnel Committee – Deborah Owen

- Director's Annual Evaluation

Unfinished Business –

- Copier – letter sent to Minolta
- Letters to patrons (different letters to existing patrons as opposed to Glen Carbon resident non-patrons)

New Business –

- Discussed the Sick Leave policy. A reworded version will be developed to be reviewed and presented for approval at the March meeting.
- Motion to approve Ordinance 19-2 (Annexing Territory) made by Robert Hormell and seconded by David Klingensmith. Motion carried unanimously.
- Ballast work in electric room

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday, February 19, 2018 at 7:00 p.m.
Conference Room**

Adjournment –

Motion to adjourn the meeting at 8:25 p.m. made by Robert Hormell and seconded by Deborah Owen.
Motion carried unanimously.

Date for next Regular Meeting – March 19, 2019

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

Call to Order: 7:02 p.m.

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

Christine Gerrish (Director)

Accept or correct the following minutes:

- Motion to approve the February 19, 2019 Board Minutes by Amy Gabriel and seconded by David Boduch. Motion carried unanimously.

Communications – Illinois Suburban Journal notes on events, Intelligencer articles on upcoming programs. News-Democrat articles on events.

Director's Report (Highlights)– Christine Gerrish

- Condolences to Ellora Ladd
- Change to Local Request status for new books
- Letter to residents
- Approved to attend ELEVATE (Library Director workshop)

Treasurer's Report – David Boduch

- Motion to approve the Feb. 2019 Financials of \$46,472.42 made by Kevin Tellor and seconded by Deborah Owen. Roll Call: Kathy Dortch, Deborah Owen, David Boduch, Kevin Tellor, David Klingensmith, and Amy Gabriel. Motion carried unanimously.
- Motion to approve the February 2019 transfers of Social Security = \$1360.83, IMRF = \$1628.46, Building = \$5517.83, Insurance = \$1481.65, Audit = \$0, and Grants = \$0 made by Amy Gabriel and seconded by David Klingensmith. Roll Call: Kathy Dortch, Deborah Owen, David Boduch, David Klingensmith, Kevin Tellor and Amy Gabriel. Motion carried unanimously.

Finance Committee-David Boduch

- Motion to approve Minutes from March 13, 2018 and March 12, 2019 Finance Committee meetings made by Amy Gabriel and seconded by Deborah Owen. Motion carried unanimously.
- Board looked at various scenarios for implementing minimum wage law.
- Board discussed proposed operations budget 2019/2020.

Personnel Committee – Deborah Owen

- Director's Annual Evaluation to be in closed session at the April meeting.

Unfinished Business –

- Copier – nothing new to report
- Letters to patrons-Director presented tentative cost: \$2347.60 to copy, fold, mail to all households in Glen Carbon (5,869). She will also add HBONow and Disney as “coming soon” and present Board with breakdown of cost allocations.
- Sick Leave Policy-presented with changes. Motion to approve by David Klingensmith and seconded by Amy Gabriel. Motion carried unanimously.

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

New Business –

- Discussed the Vacation Leave Policy. A reworded version reviewed and presented for approval. Motion to approve by David Boduch and seconded by Amy Gabriel. Motion carried unanimously.

Adjournment –

Board thanked Amy Gabriel for all her years of service on the Board.

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

Date for next Regular Meeting – April 16, 2019

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

Call to Order: 7:00 p.m.

Roll Call: Kathy Dortch, Robert Hormell, Deborah Owen, David Boduch, Kevin Tellor and David Klingensmith.

Swearing in of Carrie Smith

Christine Gerrish (Director)

Accept or correct following minutes:

- Motion to approve the March 19, 2019 Board Minutes made by Robert Hormell and seconded by Deborah Owen. Motion carried unanimously.

Communications – Illinois Suburban Journal notes on events, Intelligencer articles on upcoming programs. Bellville News Democrat notes on upcoming events. Letter from Village of Glen Carbon Community Events Committee requesting GCLD participation in the annual Homecoming Parade. Letter of appreciation from Amy Gabriel.

Director's Report – Christine Gerrish

Treasurer's Report – David Boduch

- Motion to approve the March 2019 Financials of \$56,312.46 made by Robert Hormell and seconded by Deborah Owen. Roll Call: Kathy Dortch, Deborah Owen, David Boduch, David Klingensmith, Carrie Smith, Kevin Tellor and Robert Hormell. Motion carried unanimously.
- Motion to approve the March 2019 transfers of Social Security = \$2,041.78, IMRF = \$2,453.84, Building = \$5,793.10, Insurance = \$3,532.44, Audit = \$0, and Grants = \$76.94 made by Robert Hormell and seconded by David Boduch. Roll Call: Kathy Dortch, Deborah Owen, David Boduch, Carrie Smith, Kevin Tellor, David Klingensmith, and Robert Hormell. Motion carried unanimously.

Personnel Committee – Deborah Owen

- Motion to go into closed session at 7:20pm to discuss Director's Annual Evaluation and approval of previous closed session made by Deborah Owen and seconded by Kevin Tellor.
- Came out of closed session at 8:22 pm.

Unfinished Business –

- Copier – no new developments
- Motion to send out the 11x17 brochure at a cost of \$2,406.29 made by Robert Hormell and seconded by David Boduch. Roll Call: Kathy Dortch, Deborah Owen, David Boduch, Carrie Smith, Kevin Tellor, David Klingensmith, and Robert Hormell. Motion carried unanimously.

New Business –

- Motion to approve the Franklin & Vaughn contract at a rate of \$410/month made by Robert L Hormell and seconded by David Boduch. Roll Call: Kathy Dortch, Deborah Owen, David Boduch, David Klingensmith, Carrie Smith, Kevin Tellor and Robert Hormell. Motion carried unanimously.

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

- Motion to approve the 2019-2020 budget of \$295,080 made by Robert Hormell and seconded by David Boduch. Roll Call: Kathy Dortch, Deborah Owen, David Boduch, David Klingensmith, Carrie Smith, Kevin Tellor and Robert Hormell. Motion carried unanimously.

Adjournment –

Motion to adjourn the meeting at 8:54 p.m. made by Kevin Tellor and seconded by David Boduch. Motion carried unanimously.

Date for next Regular Meeting – May 21, 2019

**Glen Carbon Centennial Library District
Special Board Meeting Minutes
Tuesday, April 30, 2019 at 7:00 p.m.
Conference Room**

Call to Order: 7:30 p.m.

Roll Call: Kathy Dortch, Robert Hormell, Deborah Owen, David Boduch, Kevin Tellor, Carrie Smith and David Klingensmith.

Christine Gerrish (Director)

Motion to go into closed session made at 7:33pm by Robert Hormell and seconded by Kevin Tellor passed unanimously.

Came out of closed session at 9:16pm.

Committee assignments made.

Finance – David Boduch (chair), David Klingensmith
Building – David Klingensmith (Chair), Kevin Tellor
Personnel – Deborah Owen (chair), Robert Hormell, Carrie Smith
Ad Hoc – Carrie Smith (chair), Deborah Owen, Robert Hormell

Adjournment –

Motion to adjourn the meeting at 9:28p.m. made by Kevin Tellor and seconded by David Boduch.
Motion carried unanimously.

Date for next Regular Meeting – May 21, 2019

**Glen Carbon Centennial Library District
Board Meeting Minutes
Wednesday, May 22, 2019 at 7:00 p.m.
Conference Room**

Call to Order: 7:00 p.m.

David Boduch was sworn in as trustee.

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

Christine Gerrish (Director)

Accept or correct following minutes:

- Motion to approve the April 16 and April 30, 2019 Board Minutes made by David Boduch and seconded by Robert Hormell. Motion carried unanimously.
- Motion to approve the May 9, 2019 personnel meeting by Robert Hormell and Kevin Tellor. Motion carried unanimously.

Communications – Illinois Suburban Journal notes on events, Intelligencer articles on upcoming programs. Bellville News Democrat notes on upcoming events. Letter from Jesse White on notifying the State Librarian of new trustees and vacancies. Letter from Hasselberg Grebe Snodgrass Urban & Wentworth identifying a contribution as a result of the Trust of Alan Charles Wahl.

Director's Report – Christine Gerrish

Treasurer's Report – David Boduch

- Motion to approve the April 2019 Financials of \$43,236.19 made by Robert Hormell and seconded by Deborah Owen. Roll Call: Kathy Dortch, Deborah Owen, David Boduch, Kevin Tellor and Robert Hormell. Motion carried unanimously.
- Motion to approve the April 2019 transfers of Social Security = \$1,324.42, IMRF = \$1,585.02, Building = \$2,636.12, Insurance = \$1,743.26, Audit = \$0, and Grants = \$3,077.93 made by Robert Hormell and seconded by Kevin Tellor. Roll Call: Kathy Dortch, Deborah Owen, David Boduch, Kevin Tellor, and Robert Hormell. Motion carried unanimously.

Personnel Committee – Deborah Owen

- Motion to go into closed session by Kevin Tellor and Robert Hormell at 7:22pm on May 22, 2019.
- Came out of closed session at 7:50pm.
- Motion to approve Action Plan for the Library Director made by Deborah Owen and seconded by Robert Hormell. Motion approved unanimously.

Building Committee

Ad Hoc Strategic Planning Committee

Unfinished Business –

- Motion to approve the 2019-2020 Staff budget made by Robert Hormell and seconded by David Boduch. Roll Call: Kathy Dortch, Deborah Owen, David Boduch, Kevin Tellor, and Robert Hormell. Motion carried unanimously.

**Glen Carbon Centennial Library District
Board Meeting Minutes
Wednesday, May 22, 2019 at 7:00 p.m.
Conference Room**

New Business –

- Discussed Meeting Room Policy and will vote on it at the June meeting
- By-laws and agenda format discussion to be finalized at June 2019 meeting
- Discussed participation in the Village of Glen Carbon Homecoming parade

Adjournment –

Motion to adjourn the meeting at 8:28 p.m. made by Robert Hormell and seconded by Kevin Tellor.
Motion carried unanimously.

Date for next Regular Meeting – June 18, 2019

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

Call to Order: 7:02 p.m.

David Klingensmith sworn in as trustee.

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

Christine Gerrish (Director)

Communications – Illinois Suburban Journal notes on events, Intelligencer articles on upcoming programs and library scholarship. Bellville News Democrat notes on upcoming events.

Accept or correct following minutes:

- Motion to approve the May 22, 2019 as corrected and May 28, 2019 Board Minutes made by Robert Hormell and seconded by David Boduch. Motion carried with David Klingensmith and Carrie Smith abstaining.

Director's Report – Christine Gerrish

Treasurer's Report – David Boduch

- Motion to approve the May 2019 Financials of \$50,671.78 made by Robert Hormell and seconded by Kevin Tellor. Roll Call: Deborah Owen, David Boduch, Kevin Tellor, David Klingensmith, Carrie Smith, and Robert Hormell. Motion carried unanimously.
- Motion to approve the May 2019 transfers of Social Security = \$1,311.24, IMRF = \$1,571.17, Building = \$6,277.00, Insurance = \$1,343.24, Audit = \$0, and Grants = \$675.00 made by Robert Hormell and seconded by Deborah Owen. Roll Call: Deborah Owen, David Boduch, Kevin Tellor, David Klingensmith, Carrie Smith, and Robert Hormell. Motion carried unanimously.

Personnel Committee – Deborah Owen

- Motion to go into closed session by Robert Hormell and Kevin Tellor at 7:21 pm on June 18, 2019.
- Came out of closed session at 7:32 pm.

Building Committee

- Discussion of HVAC and carpet age and possible need to replace at some time in the future

Ad Hoc Strategic Planning Committee

- Reviewed other library plans to get a sense of issues to address
- Next steps are to schedule meetings to address the plan detail

Unfinished Business –

- Motion to approve the Meeting Room Policy as changed made by Robert Hormell and seconded by Deborah Owen. Motion carried unanimously.
- Motion to amend the Agenda portion of the by-laws made by Robert Hormell and seconded by Carrie Smith. Motion carried unanimously.

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

New Business –

- Motion to approve the Computer Use Policy as changed made by Kevin Tellor and seconded by Robert Hormell. Motion carried unanimously.
- Motion to approve the Building and Maintenance Ordinance (19-3) made by Robert Hormell and seconded by David Klingensmith. Role call: Deborah Owen, David Boduch, Kevin Tellor, David Klingensmith, Carrie Smith, and Robert Hormell. Motion carried unanimously.
- Motion made by Kevin Tellor and seconded by Robert Hormell to implement mobile hotspots for the library at a cost of \$60 one time for five hotspots and an annual fee of \$600. This will result in an annual expenditure for 10 total hotspots of \$1,200. Roll call: Deborah Owen, David Boduch, Kevin Tellor, David Klingensmith, Carrie Smith, and Robert Hormell. Motion carried unanimously.
- Motion to approve the non-resident fee multiplier of 0.00184 times the actual tax rate for that applicant's home by Robert Hormell and seconded by Kevin Tellor. Roll call: Deborah Owen, David Boduch, Kevin Tellor, David Klingensmith, Carrie Smith, and Robert Hormell. Motion carried unanimously.
- Motion made by Kevin Tellor and seconded by Carrie Smith to elect the following slate of officers for the 2019-2021 term. Motion carried unanimously.
 - Kathy Dortch – President
 - Deborah Owen – Vice President
 - David Boduch – Treasurer
 - Robert Hormell - Secretary

Adjournment –

Motion to adjourn the meeting at 8:21p.m. made by Kevin Tellor and seconded by Robert Hormell. Motion carried unanimously.

Date for next Regular Meeting – July 16, 2019

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

Call to Order: 7:00 p.m.

Roll Call: Kathy Dortch, Robert Hormell, Deborah Owen, and Carrie Smith. David Klingensmith absent without notice. Kevin Tellor and David Boduch absent with notice.

Christine Gerrish (Director)

Communications – Illinois Suburban Journal notes on events, Intelligencer articles on upcoming programs and library scholarship. Bellville News Democrat notes on upcoming events.

Consent Agenda:

- Motion to move Staff Retention Analysis and Administrative Calendar to New Business made by Deborah Owen and second by Robert Hormell. Motion approved unanimously.
- Motion to approve the remaining documents contained within the consent agenda made by Robert Hormell and seconded by Deborah Owen. Motion carried unanimously.

Director's Report – Christine Gerrish

Treasurer's Report – Robert Hormell

- Motion to approve the June 2019 Financials of \$47,500.11 made by Robert Hormell and seconded by Carrie Smith. Roll Call: Kathy Dortch, Deborah Owen, Carrie Smith, and Robert Hormell. Motion carried unanimously.
- Motion to approve the June 2019 transfers of Social Security = \$1,350.67, IMRF = \$1,628.08, Building = \$1,888.30, Insurance = \$2,175.57, Audit = \$0, and Grants = \$1,265.94 made by Robert Hormell and seconded by Deborah Owen. Roll Call: Kathy Dortch, Deborah Owen, Carrie Smith, and Robert Hormell. Motion carried unanimously.

Personnel Committee – Deborah Owen

- Reviewed closed session of June 2019 meeting

Building Committee

- Window issue - search to find source to fix (Gateway, Hefner, etc.)

Ad Hoc Strategic Planning Committee

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- Next steps are to schedule meetings to address the plan detail

Unfinished Business –

New Business –

- Motion that all closed minutes remain closed. Motion approved unanimously.
- Discussed 19-4 B & A Ordinance .
- Discussed staff retention analysis report as submitted by director.
- Discussed best method of scheduling the periodic review of the many policies at least on a two-year basis

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

Topics for Future Discussion

- Reupholstering chairs
- Participation in GlenFest
- Talk to Village about landscaping around Library building

Adjournment –

Motion to adjourn the meeting at 7:56 p.m. made by Robert Hormell and seconded by Deborah Owen.
Motion carried unanimously.

Date for next Regular Meeting – August 20, 2019

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

Call to Order: 7:00 p.m.

Roll Call: Kathy Dortch, Robert Hormell, Deborah Owen, David Klingensmith, Kevin Tellor, David Boduch, and Carrie Smith.

Christine Gerrish (Director)

Consent Agenda:

- Motion to approve the identified documents contained within the consent agenda made by Robert Hormell and seconded by Kevin Tellor. Motion carried unanimously.

Communications – Illinois Suburban Journal notes on events, Intelligencer articles on upcoming programs and library scholarship. Bellville News Democrat notes on upcoming events. Fox News on cooling shelter.

Director's Report – Christine Gerrish

Treasurer's Report – David Boduch

- Motion to approve the revised June 2019 Financials of \$50,730.67 made by Robert Hormell and seconded by Deborah Owen. Roll Call: Kathy Dortch, Deborah Owen, Carrie Smith, David Boduch, David Klingensmith, Kevin Tellor and Robert Hormell. Motion carried unanimously.
- Motion to approve the July 2019 Financials of \$57,328.13 made by Robert Hormell and seconded by David Boduch. Roll Call: Kathy Dortch, Deborah Owen, Carrie Smith, David Boduch, David Klingensmith, Kevin Tellor and Robert Hormell. Motion carried unanimously.
- Motion to approve the annual transfer from the general to the reserve account of \$147,284.50 made by Robert Hormell and seconded by Kevin Tellor. Roll Call: Kathy Dortch, Deborah Owen, Carrie Smith, David Boduch, David Klingensmith, Kevin Tellor and Robert Hormell. Motion carried unanimously.
- Motion to approve the July 2019 transfers of Social Security = \$1,347.38, IMRF = \$1,618.41, Building = \$150, Insurance = \$2,271.43, Audit = \$0, and Grants = \$1,168.70 made by Robert Hormell and seconded by David Boduch. Roll Call: Kathy Dortch, Deborah Owen, Carrie Smith, David Klingensmith, and Robert Hormell. Motion carried unanimously.

Personnel Committee – Deborah Owen

- Motion to go into closed session by Kevin Tellor and seconded by David Boduch at 7:20pm. Came out of closed session at 7:41pm.

Building Committee

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Strategic Planning Committee

- Met on August 6, 2019. Next step is talk with staff and hold another meeting.

Unfinished Business –

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

- Motion to adopt Administrative calendar made by Robert Hormell and seconded by Carrie Smith. Motion carried unanimously.
- Discussed Staff Retention Analysis report
- Discussed B & A Ordinance content

New Business –

- Discussed Upholstery project
- Discussed annual report as submitted by director.
- Motion made by Kevin Tellor and seconded by Deborah Owen to destroy documents as identified in the Annual Records Disposal Certificate. Motion passed unanimously.

Topics for Future Discussion

- Landscape issues

Adjournment –

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

Date for next Regular Meeting – September 17, 2019

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

Call to Order: 7:00 p.m.

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

Held public hearing on Budget & appropriation Ordinance 19-4

Visitor – Magi Henderson

Christine Gerrish (Director)

Consent Agenda:

- Motion to approve the identified documents contained within the consent agenda made by Robert Hormell and seconded by Carrie Smith with date on minutes corrected. Motion carried unanimously.

Communications – Highland Leader and Illinois Suburban Journal notes on events, Intelligencer articles on upcoming programs. Bellville News Democrat notes on upcoming events. Letter from Deborah Owen communicating her resignation from the Board.

Discussed personnel retention issue and serving the east of IL 159 population– led by Magi.

Treasurer's Report – David Boduch

- Motion to approve the August 2019 Financials of \$55,583.30 made by Robert Hormell and seconded by Kevin Tellor. Roll Call: Kathy Dortch, Carrie Smith, David Boduch, David Klingensmith, Kevin Tellor and Robert Hormell. Motion carried unanimously.
- Motion to approve the August 2019 transfers of Social Security = \$2,023.26, IMRF = \$2,418.88, Building = \$6,065.11, Insurance = \$4,271.28, and Audit = \$0 made by Robert Hormell and seconded by Kevin Tellor. Roll Call: Kathy Dortch, Carrie Smith, David Klingensmith, David Boduch, Kevin Tellor and Robert Hormell. Motion carried unanimously.

Finance Committee – David Boduch

- No report

Personnel Committee –

- Carrie Smith accepted the chair of this committee given the resignation of Deborah Owen
- Kevin Tellor accepted membership of this committee

Building Committee – David Klingensmith

- No report

Strategic Planning Committee – Carrie Smith

- Forwarded list of topics to Magi Henderson for review. Awaiting response.

Unfinished Business –

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

- Discussed Staff Retention Analysis report
- Motion to approve the B & A Ordinance made by Robert Hormell and seconded by David Boduch. Roll call: Kathy Dortch, Robert Hormell, David Klingensmith, Kevin Tellor, David Boduch, and Carrie Smith. Motion carried unanimously.
- Motion to approve the Upholstery project made by Robert Hormell and seconded by Carrie Smith. Roll call: Kathy Dortch, Robert Hormell, David Klingensmith, Kevin Tellor, David Boduch, and Carrie Smith. Motion carried unanimously.
- Motion made to accept the Annual report made by Robert Hormell and seconded by David Boduch. Motion carried unanimously.

New Business –

- Hanging Art System and Friends Sponsorships
- Motion to approve the Holiday Pay Policy made by Robert Hormell, seconded by David Boduch. Roll call: Kathy Dortch, Robert Hormell, David Klingensmith, Kevin Tellor, David Boduch, and Carrie Smith. Motion carried unanimously.
- Reviewed Trustee Facts File Chapter 11 – Fundraising
- Reviewed Trustee Facts File Chapter 12 - Advocacy

Topics for Future Discussion

- Landscape issues – talked with Village contact on shrubs around the building
- Annexations – Christi will develop a letter to be sent to specific residents soliciting their willingness to be annexed

Adjournment –

Motion to adjourn the meeting at 8:26 p.m. made by Kevin Tellor and seconded by David Klingensmith. Motion carried unanimously.

Date for next Regular Meeting – October 15, 2019

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

Call to Order: 7:00 p.m.

Roll Call: Kathy Dortch, Robert Hormell, David Klingensmith, Kevin Tellor, David Boduch, and Carrie Smith.

Recognition of visitors – Marcella Starck, Kevin Teppen (audit)

Christine Gerrish (Director)

Consent Agenda:

- Motion to approve the identified documents contained within the consent agenda made by Robert Hormell and seconded by David Boduch. Motion carried unanimously.

Communications – Illinois Suburban Journal notes on events, Intelligencer articles, both printed and online on upcoming programs and review of GCLD accomplishments for the year.

Treasurer's Report – David Boduch

- Motion to approve the September 2019 Financials of \$41,786.97 made by Robert Hormell and seconded by Kevin Tellor. Roll Call: Kathy Dortch, Carrie Smith, David Boduch, David Klingensmith, Kevin Tellor and Robert Hormell. Motion carried unanimously.
- Motion to approve the September 2019 transfers of Social Security = \$1,673.52, IMRF = \$1,619.06, Building = \$2,127.83, Insurance = \$1,441.64, and Audit = \$0; Social Security \$473.15 (August 2019), \$315.14 (July 2019) made by Robert Hormell and seconded by Kevin Tellor. Roll Call: Kathy Dortch, Carrie Smith, David Klingensmith, David Boduch, Kevin Tellor and Robert Hormell. Motion carried unanimously.

Finance Committee – David Boduch

- No report

Personnel Committee –

- Reviewed and modified Youth Services Director, Librarian, and Assistant job descriptions
- Kevin Tellor accepted membership of this committee

Building Committee – David Klingensmith

- Mentioned window issue and the HVAC system replacement probably needing to bid out

Strategic Planning Committee – Carrie Smith

- Received feedback from David Boduch and Magi Henderson. Next step is to construct

Unfinished Business –

- Discussed Staff Retention Analysis reports

New Business –

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

- Motion to approve the submitted Youth Director, Librarian, and Assistant Job Descriptions made by Robert Hormell and seconded by David Boduch. Motion carried unanimously.
- Reviewed Trustee Facts File Chapter 13 – Public Relations
- Reviewed Trustee Facts File Chapter 14 – Continuing Education
- Motion to approve the 19-5 Tax Levy made by Robert Hormell and seconded by David Klingensmith. Roll Call: Kathy Dortch, Robert Hormell, David Klingensmith, Kevin Tellor, David Boduch, and Carrie Smith. Motion carried unanimously.
- Annexation letter discussed, modified and will be sent to our attorney for final review.
- Motion to close Library for Staff Development Day, January 3, 2020 made by David Boduch and seconded by Carrie Smith. Motion approved unanimously.
- Motion to go into closed session at 8:30pm made by Robert Hormell and seconded by Kevin Tellor. Motion approved unanimously. Came out of closed session at 9:20pm.

Topics for Future Discussion

- Landscape issues – talked with Village contact on shrubs around the building but no suggestions at this point in time

Adjournment –

Motion to adjourn the meeting at 9:22 p.m. made by Kevin Tellor and seconded by Robert Hormell. Motion carried unanimously.

Date for next Regular Meeting – November 19, 2019

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

Call to Order: 7:00 p.m.

Roll Call: Kathy Dortch, David Klingensmith, Kevin Tellor, and Carrie Smith.

Absent with Notice: Robert Hormell, David Boduch,

Recognition of visitors – None

Christine Gerrish (Director)

Consent Agenda:

- Motion to approve the identified documents contained within the consent agenda made by Kevin Tellor and seconded by David Klingensmith. Motion carried unanimously.

Communications – Illinois Suburban Journal notes on events, Intelligencer articles, both printed and online on upcoming programs.

Treasurer's Report – Christine Gerrish

- Motion to approve the October, 2019 Financials of \$47,919.71 made by David Klingensmith and seconded by Carrie Smith. Roll Call: Kathy Dortch, Carrie Smith, David Klingensmith, and Kevin Tellor. Motion carried unanimously.
- Motion to approve the September 2019 transfers of Social Security = \$1,576.56, IMRF = \$1,526.71, Building = \$1,565.82, Insurance = \$1,200.26, and Audit = \$0; made by Kevin Tellor and seconded by Carrie Smith. Roll Call: Kathy Dortch, Carrie Smith, David Klingensmith, and Kevin Tellor. Motion carried unanimously.

Finance Committee –

- No report

Personnel Committee – Carrie Smith

- Later on the agenda

Building Committee – David Klingensmith

- Mentioned window issue and the HVAC system replacement needing to bid out

Strategic Planning Committee – Carrie Smith

- No Report

Unfinished Business –

- Discussed annexation letter to Pioneer Trail residents. Wording was added to show that residents could choose not to join the district. Motion to approve the letter made Kevin Tellor and seconded by David Klingensmith. Motion carried unanimously.

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

New Business –

- Motion to go into closed session at 7:43pm made by Kevin Tellor and seconded by Carrie Smith. Motion approved unanimously. Came out of closed session at 7:48pm with a motion by Kevin Tellor and a second by David Klingensmith. Motion approved unanimously
- Motion made by Kevin Tellor and a second by Carrie Smith to raise Director's salary by 3%, effective November 1, 2019. Motion approved unanimously.
- Christi reviewed the hiring process and chosen candidate for the Youth Director position stating that there will be a 5 week overlap with both Magi Henderson and Aimee Villet in the position
- The Library Board position was discussed and will be brought back before the Board in January, 2020.
- Reviewed Trustee Facts File Appendices
- Reviewed Standard for Illinois Public Libraries Chapter 3 - Personnel
- Motion to approve the 2018-2019 Audit made by Kevin Tellor and a second by David Klingensmith. Roll Call: Kathy Dortch, David Klingensmith, Kevin Tellor, and Carrie Smith. Motion carried unanimously.

Topics for Future Discussion

- Landscape issues – will talk with village about what bushes will be replaced in the spring, something flowering was suggested.

Adjournment –

Motion to adjourn the meeting at 8:22 p.m. made by Kevin Tellor and seconded by Carrie Smith. Motion carried unanimously.

Date for next Regular Meeting – January 21, 2020