

Glen Carbon Centennial Library District
Board Meeting Agenda
Tuesday, January 21, 2020 at 7:00 p.m.
Conference Room

- I. Recognition of Visitors and Public Comment
 - Vote to fill empty Trustee position
 - Swear in Marcella Starck to the Library Board of Trustees
- II. Consent Agenda
 - Director's Report – Christine Gerrish
 - Reports of Youth Services and Circulation
 - Approval of Board and Committee minutes:
 - 11/19/19 Board Minutes
- III. Correspondence and Communications
- IV. Treasurer's Report – David Boduch
 - November - December, 2019 Financials
 - November - December, 2019 Transfers
- V. Reports of Standing Committees
 - A. Finance Committee – David Boduch
 - B. Personnel Committee – Carrie Smith
 - C. Building Committee – Dave Klingensmith
 - HVAC System Proposal of Services by Henderson Architects
- VI. Reports of Special Committees
 - Strategic Planning Committee – Carrie Smith
- VII. Unfinished Business –
- VIII. New Business –
 - March 17 Special Hours for Election
 - Sick Leave Policy
 - Resignation Policy
 - 2020 Legislative Meet-up – February 7
 - 2020-2021 Health Insurance
 - 20-1 Annual Ordinance to Schedule 2020 Board Meetings
 - Semi-Annual Review of Closed Minutes
- IX. Topics for Future Discussion
 - Landscaping
- X. Adjournment

Date for next Regular Meeting –February 18, 2020

Glen Carbon Centennial Library District
Finance Meeting Agenda
Tuesday, February 11, 2020 at 7:00 p.m.
Conference Room

Call to Order

Recognition of Visitors

Unfinished Business

New Business

- Review 2019/2020 Budget
- Discuss 2020/2021 Budget

Adjournment

Glen Carbon Centennial Library District
Board Meeting Agenda
Tuesday, February 18, 2020 at 7:00 p.m.
Conference Room

- I. Call to Order and Roll Call
- II. Recognition of Visitors and Public Comment
- III. Consent Agenda
 - Director's Report – Christine Gerrish
 - Reports of Youth Services and Circulation
 - Approval of Board and Committee minutes:
 - 1/21/20 Board Minutes
 - 2/11/20 Finance Committee Minutes
- IV. Correspondence and Communications
- V. Treasurer's Report – David Boduch
 - January, 2020 Financials
 - January, 2020 Transfers
- VI. Reports of Standing Committees
 - D. Finance Committee – David Boduch
 - Preliminary Budget FY20/21
 - E. Personnel Committee – Carrie Smith
 - F. Building Committee – Dave Klingensmith
 - HVAC System Proposal of Services by Henderson Architects
 - Window Update
- VII. Reports of Special Committees
 - i. Strategic Planning Committee – Carrie Smith
- VIII. Unfinished Business –
 - Resignation Policy
- IX. New Business –
 - Committee Assignments
 - Accounting Service Charge Agreement
 - Outdoor Book Drop
 - Carpet Cleaning
 - Review Personnel Policies
 - Dress Code
 - Inclement Weather
 - Professional Conference and Workshops Policy
- X. Topics for Future Discussion
 - Landscaping
- XI. Adjournment

Date for next Regular Meeting –March 17, 2020

Glen Carbon Centennial Library District

Personnel Meeting Agenda

Monday, February 24, 2020 at 7:00 p.m.

Conference Room

Call to Order

Recognition of Visitors

Unfinished Business

New Business

- Job Descriptions
- Discuss 2020/2021 Personnel Budget

Adjournment

Glen Carbon Centennial Library District
Board Meeting Agenda
Monday, March 16, 2020 at 7:00 p.m.
Children's Room

- I. Call to Order and Roll Call
- II. Recognition of Visitors and Public Comment
- III. New Business –
 - Public Health Policy
- IV. Adjournment

Date for next Regular Meeting – April 21, 2020

Glen Carbon Centennial Library District
Board Meeting Agenda
Tuesday, April 21, 2020 at 7:00 p.m.
Online Through Zoom

- I. Call to Order and Roll Call
- II. Recognition of Visitors and Public Comment
- III. Consent Agenda
 - Director's Report – Christine Gerrish
 - Reports of Youth Services and Circulation
 - Approval of Board and Committee minutes:
 - 2/18/20 Board Minutes
 - 3/16/20 Emergency Board Minutes
 - 2/24/20 Personnel Committee Minutes
- IV. Correspondence and Communications
- V. Treasurer's Report – David Boduch
 - February, 2020 Financials
 - March, 2020 Financials
 - February, 2020 Transfers
 - March, 2020 Transfers
- VI. Reports of Standing Committees
 - G. Finance Committee – David Boduch
 - H. Personnel Committee – Carrie Smith
 - I. Building Committee – Dave Klingensmith
- VII. Reports of Special Committees
 - Strategic Planning Committee – Carrie Smith
- VIII. Unfinished Business
 - Public Health Policy
- IX. New Business
 - Opening Day
 - Fine Forgiveness
 - Working Budget FY20-21
 - Staff Compensation during Closure
 - Circulation Associate and Page Job Descriptions
- X. Topics for Future Discussion
 - Landscaping
- XI. Adjournment

Date for next Regular Meeting – May 19, 2020

Glen Carbon Centennial Library District
Board Meeting Agenda
Tuesday, May 19, 2020 at 7:00 p.m.
Online Through Zoom

- Call to Order and Roll Call
- II. Recognition of Visitors and Public Comment
- III. Consent Agenda
 - Director's Report – Christine Gerrish
 - Reports of Youth Services and Circulation
 - Approval of Board and Committee minutes:
 - 4/21/20 Board Minutes
- IV. Correspondence and Communications
- V. Treasurer's Report – David Boduch
 - VI. April, 2020 Financials
 - VII. April, 2020 Transfers
- VIII. Reports of Standing Committees
- IX. Finance Committee – David Boduch
- X. Personnel Committee – Carrie Smith
- XI. Building Committee – Dave Klingensmith
 - a. Window Replacement
 - b. HVAC Bidding Project
- XII. Reports of Special Committees
 - Strategic Planning Committee – Carrie Smith
- XIII. Unfinished Business –
 - Dress Code Policy
 - Inclement Weather Policy
 - Holiday Pay Policy
 - Public Health Policy
 - Working Budget FY20-21
 - Personnel Budget FY20-21
- XIV. New Business –
 - General Polices not Updated within the Past 2 Years
 - Procedures for Reopening Library
 - Extra Cleaning
 - FY20-21 Nonresident Fees
- XV. Topics for Future Discussion
 - Landscaping
 - Board Teleconferencing Policy?
- XVI. Adjournment
 - Date for next Regular Meeting – June 16, 2020

Glen Carbon Centennial Library District
Board Meeting Agenda
Tuesday, June 16, 2020 at 7:00 p.m.
Community Room

Call to Order and Roll Call

Recognition of Visitors and Public Comment

Consent Agenda

- Director's Report – Christine Gerrish
- Reports of Youth Services and Circulation
- Approval of Board and Committee minutes:
- 5/19/20 Board Minutes

Correspondence and Communications

Treasurer's Report – David Boduch

May, 2020 Financials

May, 2020 Transfer

Reports of Standing Committees

- Finance Committee – David Boduch
- Personnel Committee – Carrie Smith
 - a. Library Director Evaluation and Pay for FY2020-2021 (Closed)
- Building Committee – Dave Klingensmith
 - b. Window Replacement Progress Report
 - c. Approval of Lowest Bid for HVAC Project
 - d. Preparation for replacement of membrane roof

Reports of Special Committees

- Strategic Planning Committee – Carrie Smith

Unfinished Business –

- Procedures for Reopening the Library - Update

New Business –

- History
- Interlibrary Loan Policy
- Library Card Policy
- Patron Conduct Policy
- Computer Use Policy
- Laptop Checkout Policy
- Social Software Policy
- USA Patriot Act and Policy
- Credit Card Policy
- Subscription to Creativebug
- Officer Election
- FY20-21 Building & Maintenance Ordinance

Topics for Future Discussion

- Landscaping

Adjournment

Date for next Regular Meeting –July 21, 2020

Glen Carbon Centennial Library District
Board Meeting Agenda
Tuesday, July 21, 2020 at 7:00 p.m.
Community Room

Call to Order and Roll Call

Recognition of Visitors and Public Comment

Consent Agenda

- Director's Report – Christine Gerrish
- Reports of Youth Services and Circulation
- Approval of Board and Committee minutes:
- 6/16/20 Board Minutes

Correspondence and Communications

Treasurer's Report – David Boduch

- June, 2020 Financials
- June, 2020 Transfers

Reports of Standing Committees

- Finance Committee – David Boduch
- Personnel Committee – Carrie Smith
 - e. Library Director Evaluation and Pay for FY2020-2021 (Closed)
- Building Committee – Dave Klingensmith
 - f. Preparation for replacement of membrane roof
 - g. Update on Library Building Projects – HVAC & Windows
 - h. Library Closure for HVAC Installation

Reports of Special Committees

- Strategic Planning Committee – Carrie Smith

Unfinished Business –

- Procedures for Reopening the Library - Update

New Business –

- Budget & Appropriation Ordinance Discussion
- Codification of Policy Manuals
- Lost Materials
- Semiannual Review of Closed Minutes
- November Election

XI. Topics for Future Discussion

- Landscaping

XII. Adjournment

Date for next Regular Meeting –August 18, 2020

Glen Carbon Centennial Library District
Board Meeting Agenda
Tuesday, August 18, 2020 at 7:00 p.m.
Community Room

- I. Call to Order and Roll Call
- II. Recognition of Visitors and Public Comment
- III. Consent Agenda
 - Director's Report – Christine Gerrish
 - Reports of Youth Services and Circulation
 - Approval of Board and Committee minutes:
 - 7/21/20 Board Minutes
- IV. Correspondence and Communications
- V. Treasurer's Report – David Boduch
 - July, 2020 Financials
 - July, 2020 Transfers
- VI. Reports of Standing Committees
 - J. Finance Committee – David Boduch
 - K. Personnel Committee – Carrie Smith
 - L. Building Committee – Dave Klingensmith
 - a. Preparation for replacement of membrane roof
 - b. Update on Library Building Projects – HVAC
- VII. Reports of Special Committees
 - Strategic Planning Committee – Carrie Smith
- VIII. Unfinished Business –
- IX. New Business –
 - Budget & Appropriation Ordinance Discussion
 - Annual Report for FY 2019-2020
 - Records Disposal for 2020
 - Review Library Standards
- X. Topics for Future Discussion
 - Landscaping
 - Codification of Policy Manuals
- XI. Adjournment

Date for next Regular Meeting – September 15, 2020

Glen Carbon Centennial Library District
Board Meeting Agenda
Tuesday, September 15, 2020 at 7:00 p.m.
Community Room

- I. Call to Order and Roll Call
- II. Budget & Appropriation Ordinance Hearing
- III. Recognition of Visitors and Public Comment
- IV. Consent Agenda
 - Director's Report – Christine Gerrish
 - Reports of Youth Services and Circulation
 - Approval of Board and Committee minutes:
 - 8/18/20 Board Minutes
- V. Correspondence and Communications
- VI. Treasurer's Report – David Boduch
 - July, 2020 Financials
 - August, 2020 Financials
 - August, 2020 Transfers
- VII. Reports of Standing Committees
 - M. Finance Committee – David Boduch
 - N. Personnel Committee – Carrie Smith
 - O. Building Committee – Dave Klingensmith
 - a. Preparation for replacement of membrane roof
 - b. Update on Library Building Projects – HVAC
- VIII. Reports of Special Committees
 - Strategic Planning Committee – Carrie Smith
- IX. Unfinished Business –
- X. New Business –
 - 20-3 Budget & Appropriation Ordinance
 - Youth Room Mural
 - Overdue Fines Policy
 - Review Library Standards
- XI. Topics for Future Discussion
 - Landscaping
- XII. Adjournment

Date for next Regular Meeting – October 20, 2020

Glen Carbon Centennial Library District
Board Meeting Agenda
Tuesday, October 20, 2020 at 7:00 p.m.
Community Room

- I. Call to Order and Roll Call
- II. Recognition of Visitors and Public Comment
- III. Audit Report given by Kevin Tepen
 - Approval of 2019-2020 Audit
- IV. Consent Agenda
 - Director’s Report – Christine Gerrish
 - Reports of Youth Services and Circulation
 - Approval of Board and Committee minutes:
 - 9/15/20 Board Minutes
- V. Correspondence and Communications
- VI. Treasurer’s Report – David Boduch
 - September, 2020 Financials
 - Septmeber, 2020 Transfers
- VII. Reports of Standing Committees
 - P. Finance Committee – David Boduch
 - Impact of COVID on Revenue
 - Q. Personnel Committee – Carrie Smith
 - R. Building Committee – Dave Klingensmith
 - a. Preparation for replacement of membrane roof
 - b. Update on Library Building Projects – HVAC
- VIII. Reports of Special Committees
 - Strategic Planning Committee – Carrie Smith
- IX. Unfinished Business –
- X. New Business –
 - 20-4 Annual Tax Levy Ordinance
 - Overdrive
 - Switching Phone Services
 - PPE Policy or addition to the Public Health Policy
 - Donation Solicitation in the Library
 - Review Library Standards
- XI. Topics for Future Discussion
 - Landscaping
- XII. Adjournment

Date for next Regular Meeting –November 17, 2020

Glen Carbon Centennial Library District
Board Meeting Agenda
Tuesday, November 17 2020 at 7:00 p.m.
Community Room

- I. Call to Order and Roll Call
- II. Recognition of Visitors and Public Comment
- III. Consent Agenda
 - Director's Report – Christine Gerrish
 - Reports of Youth Services and Circulation
 - Approval of Board and Committee minutes:
 - 10/20/20 Board Minutes
- IV. Correspondence and Communications
- V. Treasurer's Report – David Boduch
 - October, 2020 Financials
 - October, 2020 Transfers
- VI. Reports of Standing Committees
 - S. Finance Committee – David Boduch
 - Impact of COVID on Revenue
 - T. Personnel Committee – Carrie Smith
 - U. Building Committee – Dave Klingensmith
 - a. Update on Library Building Projects – HVAC, Roof
- VII. Reports of Special Committees
 - Strategic Planning Committee – Carrie Smith
- VIII. Unfinished Business –
- IX. New Business –
 - Switching Phone Services
 - Subscription for LibraryAware
 - COVID-19 Mitigations
 - Staff Development Day
 - Review Library Standards – Overview of Action Items
- X. Topics for Future Discussion
 - Landscaping
- XI. Adjournment

Date for next Regular Meeting –January 19, 2021