

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday January 21 at 7:00 p.m.
Conference Room**

Call to Order: 7:00 p.m.

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

Recognition of visitors – None

- Motion to nominate Marcella Starck to fill the empty trustee position made by Robert Hormell and seconded by Kevin Taylor. Motion carried unanimously.
- Marcella Starck sworn in as a trustee.

Christine Gerrish (Director)

Consent Agenda:

- Motion to approve the identified documents contained within the consent agenda made by David Klingensmith and seconded by Carrie Smith. Motion carried unanimously.
- Motion to go into closed session made by Robert Hormell and seconded by David Boduch at 7:09pm. Motion passed unanimously. Came out of closed session at 7:17pm.

Communications – Letter from Village of Glen Carbon conveying the TIF District dollar amounts that affect GCCLD and a check for \$34,402.71. Letter from Kavanaugh, Scully, Sudow, White Frederick, P.C. stating their change in their rates per hour for services. Illinois Suburban Journal notes on events, Belleville News Democrat articles, Intelligencer articles, both printed and online on upcoming programs.

Treasurer's Report – David Boduch

- Motion to approve the November 2019 Financials of \$49,376.32 made by Robert Hormell and seconded by Marcella Starck. Roll Call: Kathy Dortch, Carrie Smith, Marcella Starck, David Klingensmith, Robert Hormell, David Boduch and Kevin Tellor. Motion carried unanimously.
- Motion to approve the December 2019 Financials of \$48,557.49 made by Robert Hormell and seconded by Kevin Tellor. Roll Call: Kathy Dortch, Carrie Smith, Marcella Starck, David Klingensmith, Robert Hormell, David Boduch and Kevin Tellor. Motion carried unanimously.
- Motion to approve the November 2019 transfers of Social Security = \$1,670.02, IMRF = \$1,606.97, Building = \$2,095.10, Insurance = \$2,390.58, and Audit = \$0; made by Robert Hormell and seconded by David Klingensmith. Roll Call: Kathy Dortch, Carrie Smith, Marcella Starck, David Klingensmith, Robert Hormell, David Boduch and Kevin Tellor. Motion carried unanimously.
- Motion to approve the December 2019 transfers of Social Security = \$1,826.12, IMRF = \$1,779.16, Building = \$1,502.25, Insurance = \$1,403.48, and Audit = \$0; made by Robert Hormell and seconded by Marcella Starck. Roll Call: Kathy Dortch, Carrie Smith, Marcella Starck, David Klingensmith, Robert Hormell, David Boduch and Kevin Tellor. Motion carried unanimously.

Finance Committee –

- No report

Personnel Committee – Carrie Smith

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday January 21 at 7:00 p.m.
Conference Room**

Building Committee – David Klingensmith

- Motion made to accept Henderson Associates Architects proposal (contingent on notification wording of 10% being accepted by Henderson) at a cost of \$13,900 to assist in the development of a request for proposal (RFP) to replace the current HVAC system made by Robert Hormell and seconded by David Boduch. Roll Call: Kathy Dortch, Carrie Smith, Marcella Starck, David Klingensmith, Robert Hormell, David Boduch and Kevin Tellor. Motion carried unanimously.
- Discussed proposal for purchasing new windows. More detail of the total cost is required. Will defer a vote to February.

Strategic Planning Committee – Carrie Smith

- No Report

Unfinished Business –

New Business –

- Motion made by Robert Hormell and seconded by David Boduch to open the library on March 17, 2020 at 5:00 a.m. to election officials and 6:00 a.m. to the public for the purpose of the primary election. Motion passed unanimously.
- Motion made by Robert Hormell and seconded by Carrie Smith to update the Sick Leave Policy. Motion carried unanimously.
- Motion made by David Boduch and seconded by Carrie Smith to update the Resignation Policy. Motion carried unanimously.
- Discussed the Legislative Meet-up on February 7, 2020
 - Motion to approve the Health Insurance Quote of \$1,045.18 monthly made by Robert Hormell and seconded by Carrie Smith. Roll Call: Kathy Dortch, Carrie Smith, Marcella Starck, David Klingensmith, Robert Hormell, David Boduch and Kevin Tellor. Motion carried unanimously.
- Motion made by Kevin Tellor and seconded by David Boduch to approve Ordinance 20-1 Meeting Dates. Motion carried unanimously.
- Motion to accept the current list of closed session minutes made by Kevin Tellor and seconded by Robert Hormell. 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 8:15 p.m. made by Kevin Tellor and seconded by Carrie Smith. Motion carried unanimously.

Date for next Regular Meeting – February , 2020

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

Call to Order: 7:00 p.m.

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

Recognition of visitors – None

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 – Intelligencer articles, both printed and online on upcoming programs.

Treasurer's Report – David Boduch

- Motion to approve the January 2020 Financials of \$72,222.32 made by Robert Hormell and seconded by Marcella Starck. Roll Call: Kathy Dortch, Marcella Starck, David Klingensmith, Robert Hormell, David Boduch and Kevin Tellor. Motion carried unanimously.
- Motion to approve the January 2020 transfers of Social Security = \$1,826.12, IMRF = \$3,393.10, Building = \$18,002.59, Insurance = \$4,617.63, and Audit = \$0; made by Robert Hormell and seconded by Marcella Starck. Roll Call: Kathy Dortch, David Boduch, Marcella Starck, David Klingensmith, Robert Hormell, David Boduch and Kevin Tellor. Motion carried unanimously.

Finance Committee –

- Discussion of preliminary FY2020/2021 budget

Personnel Committee – Carrie Smith

- Meeting planned for February 24

Building Committee – David Klingensmith

- Reviewed reworded proposal and all changes were consistent with our requirements. The cost was already approved in January 2020.
- Discussed status for purchasing new windows. Original provider backed out. Lowe's representative will be coming tomorrow to measure the windows in order to provide a new quote.

Strategic Planning Committee – Carrie Smith

- No Report

Unfinished Business –

- Motion made by Robert Hormell and seconded by David Boduch to approve the revised Resignation Policy. Motion carried unanimously.

New Business –

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

- Motion made by Robert Hormell and seconded by Kevin Tellor to approve the standing committee assignments as presented. Motion passed unanimously.
- Motion made by Robert Hormell and seconded by David Boduch to approve the Accounting Service Charge Agreement with Franklin & Vaughn at a rate of \$465 per month. Roll Call: Kathy Dortch, Marcella Starck, David Klingensmith, Robert Hormell, David Boduch and Kevin Tellor. Motion carried unanimously.
- Motion made by Robert Hormell and seconded by Kevin Tellor to approve the installation of a new Outdoor Book Drop at an installation cost of \$78. The purchase price will be paid for by the GCLD Library Friends. Roll Call: Kathy Dortch, Marcella Starck, David Klingensmith, Robert Hormell, David Boduch and Kevin Tellor. Motion carried unanimously.
- Carpet cleaning will be reviewed in the March meeting.
- Reviewed Personnel Policies related to (1) Dress Code and (2) Inclement Weather to be revised for consideration and to be approved at the March meeting.
- Motion made by Kevin Tellor and seconded by Marcella Starck to adopt the revised professional conferences and workshops policy. Motion approved unanimously.

Topics for Future Discussion

- Landscape issues – no report.

Adjournment –

Motion to adjourn the meeting at 8:03 p.m. made by Kevin Tellor and seconded by David Boduch. Motion carried unanimously.

Date for next Regular Meeting – March 17, 2020

**Glen Carbon Centennial Library District
Emergency Board Meeting Minutes
Monday, March 16 at 7:00 p.m.
Conference Room**

Call to Order: 7:00 p.m.

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

Recognition of visitors – None

New Business

- Discuss proposed Public Health Policy and decided to address it formally at a future meeting.
- Motion to approve the Press Release announcing the closure of the Library from March 17 through March 30 for publication as soon as possible in appropriate media made by Robert Hormell and seconded by David Klingensmith. Motion carried unanimously.
- Motion to approve the closure of the library from March 17 through March 30 and continue paying all employees as assigned during that period made by Kevin Tellor and seconded by Carrie Smith. Roll call: Kathy Dortch, David Klingensmith, Kevin Tellor, Robert Hormell, Marcella Starck and Carrie Smith. Motion carried unanimously.

Motion to adjourn made by Robert Hormell and seconded by Kevin Tellor. Motion carried unanimously.

Meeting adjourned at 7:38pm.

Date for next Regular Meeting – 2:30 pm March 26, 2020

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

Call to Order: 7:05 p.m.

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

Recognition of visitors – None

Christine Gerrish (Director)

Consent Agenda:

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

Communications – Intelligencer articles, both printed and online on upcoming programs which were cancelled.

Treasurer's Report – David Boduch

- Motion to approve the February 2020 Financials of \$41,442.43 made by Robert Hormell and seconded by Kevin Tellor. Roll Call: Kathy Dortch, Marcella Starck, David Klingensmith, Robert Hormell, David Boduch, Carrie Smith, and Kevin Tellor. Motion carried unanimously.
- Motion to approve the February 2020 transfers of Social Security = \$1,689.58, IMRF = \$1,584.34, Building = \$5,812.77, Insurance = \$1,969.21, and Audit = \$4,675.00; made by Robert Hormell and seconded by Kevin Tellor. Roll Call: Kathy Dortch, David Boduch, Marcella Starck, David Klingensmith, Robert Hormell, Carrie Smith and Kevin Tellor. Motion carried unanimously.
- Motion to approve the March 2020 Financials of \$40,581.87 made by Robert Hormell and seconded by Kevin Tellor. Roll Call: Kathy Dortch, Marcella Starck, David Klingensmith, Robert Hormell, David Boduch, Carrie Smith, and Kevin Tellor. Motion carried unanimously.
- Motion to approve the March 2020 transfers of Social Security = \$1,677.66, IMRF = \$1,572.66, Building = \$1,259.40, Insurance = \$2,061.77, and Audit = \$0; made by Robert Hormell and seconded by Marcella Starck. Roll Call: Kathy Dortch, David Boduch, Marcella Starck, David Klingensmith, Robert Hormell, Carrie Smith, and Kevin Tellor. Motion carried unanimously.

Finance Committee –

- Discussion of preliminary FY2020/2021 budget

Personnel Committee – Carrie Smith

- Discussion of Circulation Associate and Page positions

Building Committee – David Klingensmith

-

Strategic Planning Committee – Carrie Smith

- No Report

Unfinished Business –

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

- Discussed the Public Health Policy as submitted for review. To be voted on at the next meeting.

New Business –

- Motion to authorize the Library Director to determine an appropriate date to re-open the library consistent with a state order to permit libraries to open made by Kevin Tellor and David Klingensmith. Motion carried unanimously.
- Motion made by Robert Hormell and seconded by David Boduch to approve the forgiveness of fines up to one month after the end closure period. Motion carried unanimously.
- Reviewed the FY20-21 working budget
- Motion made by Robert Hormell and seconded by David Boduch to compensate the staff up through May 16, 2020 or until the end of the order should it occur earlier. Roll Call: Kathy Dortch, David Boduch, Marcella Starck, David Klingensmith, Robert Hormell, Carrie Smith, and Kevin Tellor. Motion carried unanimously.
- Motion made by Robert Hormell and seconded by Carrie Smith to establish the Circulation Associate 3 job description, modify Circulation Associate 1 and 2 job descriptions and eliminate the Page job description as of July 1, 2020. Roll Call: Kathy Dortch, David Boduch, Marcella Starck, David Klingensmith, Robert Hormell, Carrie Smith, and Kevin Tellor. Motion carried unanimously.

Topics for Future Discussion

- Landscape issues – no report.

Adjournment –

Motion to adjourn the meeting at 8:30 p.m. made by Kevin Tellor and seconded by Robert Hormell. Motion carried unanimously.

Date for next Regular Meeting – May 19, 2020

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday May 19, 2020 at 7:00 p.m.
Via Zoom**

Call to Order: 7:03 p.m.

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

Recognition of visitors – None

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 – None

Treasurer's Report – David Boduch

- Motion to approve the April 2020 Financials of \$46,934.89 made by Robert Hormell and seconded by Marcella Starck. Roll Call: Kathy Dortch, Marcella Starck, David Klingensmith, Robert Hormell, David Boduch, Carrie Smith, and Kevin Tellor. Motion carried unanimously.
- Motion to approve the April 2020 transfers of Social Security = \$1,681.00, IMRF = \$10,874.36, Building = \$2,345.95, Insurance = \$708.99, and Audit = \$0; made by Robert Hormell and seconded by David Klingensmith. Roll Call: Kathy Dortch, David Boduch, Marcella Starck, David Klingensmith, Robert Hormell, Carrie Smith, and Kevin Tellor. Motion carried unanimously.

Finance Committee – David Boduch

Personnel Committee – Carrie Smith

Building Committee – David Klingensmith

- Window replacement. Motion to accept the Lowe's bid at a price of \$19,000 by David Klingensmith and second by Robert Hormell. Roll Call: Kathy Dortch, David Boduch, Marcella Starck, David Klingensmith, Robert Hormell, Carrie Smith, and Kevin Tellor. Motion carried unanimously.
- HVAC Bidding Project – bid notification sent out to at least three companies as well as published publicly

Strategic Planning Committee – Carrie Smith

- No Report

Unfinished Business –

- Motion moved to revise the Dress Code Policy, seconded by Carrie Smith. Motion carried unanimously.
- Motion moved to revise the Inclement Weather Policy by Robert Hormell and seconded David Boduch. Roll Call: Kathy Dortch, David Boduch, Marcella Starck, David Klingensmith, Robert Hormell, Carrie Smith, and Kevin Tellor. Motion carried unanimously.

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

- Motion to revise the Holiday Pay Policy made by Robert Hormell and seconded by Marcella Starck. Roll Call: Kathy Dortch, David Boduch, Marcella Starck, David Klingensmith, Robert Hormell, Carrie Smith, and Kevin Tellor. Motion carried unanimously.
- Motion made by David Klingensmith and second by Kevin Tellor to accept the revised Public Health Policy. Motion approved unanimously.
- Motion to approve the Working Budget FY2020-2021 of \$377,280 as submitted by Robert Hormell and seconded by David Boduch. Roll Call: Kathy Dortch, David Boduch, Marcella Starck, David Klingensmith, Robert Hormell, Carrie Smith, and Kevin Tellor. Motion carried unanimously.
- Motion to approve the Personnel Budget FY2020-2021 of \$383,368.99 made by Robert Hormell and seconded by Kevin Tellor. Roll Call: Kathy Dortch (abstain), David Boduch, Marcella Starck, David Klingensmith, Robert Hormell, Carrie Smith, and Kevin Tellor. Motion carried with one abstention.

New Business –

- Reviewed policies not updated within the last two years.
- Discussed procedures for reopening the library which will be fluid for now based upon state changes.
- Motion to continue paying employees until the planned work day when Restore Plan for southern region enters phase 3 made by Robert Hormell and seconded by Kevin Tellor. Roll Call: Kathy Dortch, David Boduch, Marcella Starck, David Klingensmith, Robert Hormell, Carrie Smith, and Kevin Tellor. Motion carried unanimously.
- Motion made by Robert Hormell and seconded by Marcella Starck to approve the additional expense of cleaning the library seven days a week in the amount of \$70.58 per day once patrons are allowed entrance into the building. Roll Call: Kathy Dortch, David Boduch, Marcella Starck, David Klingensmith, Robert Hormell, Carrie Smith, and Kevin Tellor. Motion carried unanimously.
- Motion made by Robert Hormell and seconded by Kevin Tellor to adopt the new non-resident card fee factor of 0.1828. Motion carried unanimously.

Topics for Future Discussion

- Landscape issues – no report.
- Board Teleconferencing Policy

Adjournment –

Motion to adjourn the meeting at 8:42 p.m. made by Kevin Tellor and seconded by Carrie Smith. Motion carried unanimously.

Date for next Regular Meeting – June 16, 2020

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday June 16, 2020 at 7:00 p.m.**

Call to Order: 7:01 p.m.

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

Recognition of visitors – None

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 – Article in Intelligencer and community spotlight on phase 3.

Treasurer's Report – David Boduch

- Motion to approve the May 2020 Financials of \$47,571.54 made by Robert Hormell and seconded by Kevin Tellor. Roll Call: Kathy Dortch, Marcella Starck, David Klingensmith, Robert Hormell, David Boduch, Carrie Smith, and Kevin Tellor. Motion carried unanimously.
- Motion to approve the May 2020 transfers of Social Security = \$1,664.58, IMRF = \$1,559.03, Building = \$4,669.75, Insurance = \$620.61, and Audit = \$0; made by Robert Hormell and seconded by Kevin Tellor. Roll Call: Kathy Dortch, David Boduch, Marcella Starck, David Klingensmith, Robert Hormell, Carrie Smith, and Kevin Tellor. Motion carried unanimously.

Finance Committee – David Boduch

Personnel Committee – Carrie Smith

- Motion made by Robert Hormell and seconded by Kevin Tellor to go into closed session to determine the library director's evaluation and associated pay increase for FY 2020-2021. Motion carried unanimously.
- Came out of closed session at 7:29pm.

Building Committee – David Klingensmith

- Window replacement progress report.
- HVAC Bidding Project – Motion to approve the bid from GRP/Wegman of \$134,914 for the HVAC project made by David Klingensmith and seconded by Robert Hormell. Roll Call: Kathy Dortch, David Boduch, Marcella Starck, David Klingensmith, Robert Hormell, Carrie Smith, and Kevin Tellor. Motion carried unanimously.
- Discussed preparation for replacement of membrane roof and the possible use of state grants to defray some portion of the total cost. More information will be presented at the July meeting to be able to create a grant request to be formally sent to the state by January 2021.

Strategic Planning Committee – Carrie Smith

- No Report

Unfinished Business –

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday June 16, 2020 at 7:00 p.m.**

- Discussed updates on the procedures for reopening the library

New Business –

- Discussion of history of policies
- Motion to reword Interlibrary Loan Policy policy made by David Klingensmith and seconded by Kevin Tellor. Motion carried unanimously.
- Motion to reword Library Card policy made by Robert Hormell and seconded by Kevin Tellor. Motion carried unanimously.
- Motion to reword Patron Conduct policy made by Kevin Tellor and seconded by David Boduch. Motion carried unanimously.
- Motion to reword Computer Use policy made by David Boduch and seconded by David Klingensmith. Motion carried unanimously.
- Motion to reword Social Software policy made by Robert Hormell and seconded by David Klingensmith. Motion carried unanimously.
- Motion to reword USA Patriot Act policy made by Robert Hormell and seconded by Marcella Starck. Motion carried unanimously.
- Motion to reword Credit Card policy made by Robert Hormell and seconded by David Boduch. Motion carried unanimously.
- Motion to approve the subscription to Creativebug at a cost of \$1000 per year made by Kevin Tellor and seconded by David Boduch. Roll Call: Kathy Dortch, David Boduch, Marcella Starck, David Klingensmith, Robert Hormell, Carrie Smith, and Kevin Tellor. Motion carried unanimously.
- Motion to approve David Boduch as treasurer made by David Boduch and seconded by Carrie Smith. Motion carried unanimously.
- Motion to approve Robert Hormell as secretary made by Kevin Tellor and seconded by Carrie Smith. Motion carried unanimously.
- Motion to approve Marcella Starck as vice president made by Carrie Smith and seconded by Kevin Tellor. Motion carried unanimously.
- Motion to approve Kathy Dortch as president made by David Boduch and seconded by Marcella Starck. Motion carried unanimously.
- Motion to approve Ordinance 20-2 – Building and Maintenance Ordinance made by David Klingensmith and seconded by Marcella Starck. Roll Call: Kathy Dortch, David Boduch, Marcella Starck, David Klingensmith, Robert Hormell, Carrie Smith, and Kevin Tellor. Motion carried unanimously.

Topics for Future Discussion

- Landscape issues – no report.

Adjournment –

Motion to adjourn the meeting at 8:42 p.m. made by Robert Hormell and seconded by Kevin Tellor. Motion carried unanimously.

Date for next Regular Meeting – July 21, 2020

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday July 21, 2020 at 7:00 p.m.**

Call to Order: 7:01 p.m.

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

Recognition of visitors – None

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 – Secretary of State grant letter of \$16,167.50, Intelligencer neighborhood library events.

Treasurer's Report – David Boduch

- Motion to approve the June 2020 Financials of \$81,425.15 made by Robert Hormell and seconded by David Klingensmith. Roll Call: Kathy Dortch, Marcella Starck, David Klingensmith, Robert Hormell, David Boduch, Carrie Smith, and Kevin Tellor. Motion carried unanimously.
- Motion to approve the June 2020 transfers of Social Security = \$1,654.44, IMRF = \$1,528.91, Building = \$27,885.24, Insurance = \$3,067.97, and Audit = \$0; made by Robert Hormell and seconded by Kevin Tellor. Roll Call: Kathy Dortch, David Boduch, Marcella Starck, David Klingensmith, Robert Hormell, Carrie Smith, and Kevin Tellor. Motion carried unanimously.

Finance Committee – David Boduch

Personnel Committee – Carrie Smith

- Motion made by Robert Hormell and seconded by Carrie Smith to go into closed session at 7:09pm to review the library director's evaluation and determine a pay increase for FY 2020-2021. Motion carried unanimously.
- Came out of closed session at 7:30pm.
- Motion to increase the Library Director's salary by 3% retroactively to July 1, 2020 made by Robert Hormell and seconded by David Boduch. Role call: Kevin Tellor, David Boduch, David Klingensmith, Kathy Dortch, Marcella Starck, Carrie Smith and Robert Hormell. Motion carried unanimously.

Building Committee – David Klingensmith

- Motion made by David Klingensmith and seconded by David Boduch to authorize library director to spend \$2,800 to execute a study for membrane roof replacement. Role call: Kevin Tellor, David Boduch, David Klingensmith, Kathy Dortch, Marcella Starck, Carrie Smith and Robert Hormell.
- Motion made by David Klingensmith and seconded by Marcella Starck to authorize the library director to close the library for the HVAC installation. Motion approved unanimously.

Strategic Planning Committee – Carrie Smith

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday July 21, 2020 at 7:00 p.m.**

- No Report

Unfinished Business –

- Discussed updates on the procedures for reopening the library and will leave the responses to specific events that might affect the continued opening to the library director.

New Business –

- Discussed the Budget & Appropriation Ordinance
- Discussed the codification of the Policy Manuals – no response made by SIU-E yet.
- Discussed the return of the telescope via contacting the police.
- Conducted the semi-annual review of the closed minutes. Motion to close all minutes by Robert Hormell and seconded by David Boduch. Motion carries unanimously.
- Motion to keep the library open on November 3 by David Boduch and seconded by Robert Hormell. Motion carried unanimously.

Topics for Future Discussion

- Landscape issues – Village is soliciting Board's opinion as to possible types of re-plantings.

Adjournment –

Motion to adjourn the meeting at 8:24 p.m. made by Kevin Tellor and seconded by Robert Hormell. Motion carried unanimously.

Date for next Regular Meeting – August 18, 2020

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday August 18, 2020 at 7:00 p.m.**

Call to Order: 7:00 p.m.

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

Recognition of visitors – None

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 – Intelligencer neighborhood library events and library events.

Treasurer's Report – David Boduch

- Motion to approve the July 2020 Financials delayed to September to ensure all items are included.
- Motion to approve the July 2020 transfers of Social Security = \$2,480.49, IMRF = \$1,475.43, Building = \$3,041.01, Insurance = \$730.39, and Audit = \$0; made by Robert Hormell and seconded by David Klingensmith. Roll Call: Kathy Dortch, David Boduch, Marcella Starck, David Klingensmith, Robert Hormell, Carrie Smith, and Kevin Tellor. Motion carried unanimously.

Finance Committee – David Boduch

- No report

Personnel Committee – Carrie Smith

- All staff evaluations were received as of last week and will be reviewed soon.

Building Committee – David Klingensmith

- Windows are completed in a highly satisfactory manner
- Discussed detail preparations for membrane roof replacement. More detail will be addressed and presented at the September meeting
- Discussed update on the pending installation of the HVAC system.

Strategic Planning Committee – Carrie Smith

- No Report

Unfinished Business –

- None.

New Business –

- Discussed the Budget & Appropriation Ordinance figures to be addressed again in September
- Motion to approve the annual FY 2019-2020 report by Robert Hormell and seconded by Marcella Starck. Motion approved unanimously.

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday August 18, 2020 at 7:00 p.m.**

- Motion to approve the 2020 records disposal report made by David Boduch and seconded by Carrie Smith. Motion approved unanimously.
- Conducted a review of Library standards.

Topics for Future Discussion

- Landscape issues – Village is soliciting Board's opinion as to possible types of re-plantings.
- Codification of Policy Manuals – No interest at this time at SIU-E particularly influenced by COVID-19. Will address it sometime next year.

Adjournment –

Motion to adjourn the meeting at 8:17 p.m. made by Robert Hormell and seconded by Kevin Tellor.
Motion carried unanimously.

Date for next Regular Meeting – September 15, 2020

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday September 15, 2020 at 7:00 p.m.**

Call to Order: 7:00 p.m.

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

Recognition of visitors – None

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 – Christi’s report, Intelligencer neighborhood library events and library events.

Treasurer’s Report – David Boduch

- Motion to approve the July 2020 Financials of \$63,498.71 made by Robert Hormell and seconded by Kevin Tellor. Roll Call: Kathy Dortch, David Boduch, Marcella Starck, David Klingensmith, Robert Hormell, Carrie Smith, and Kevin Tellor. Motion carried unanimously.
- Motion to approve the August 2020 Financials of \$47,092.90 made by Robert Hormell and seconded by Kevin Tellor. Roll Call: Kathy Dortch, David Boduch, Marcella Starck, David Klingensmith, Robert Hormell, Carrie Smith, and Kevin Tellor. Motion carried unanimously.
- Motion to approve the August 2020 transfers of Social Security = \$1,693.12, IMRF = \$1,670.87, Building = \$2,186.66, Insurance = \$3,655.76, and Audit = \$0; made by Robert Hormell and seconded by Kevin Tellor. Roll Call: Kathy Dortch, David Boduch, Marcella Starck, David Klingensmith, Robert Hormell, Carrie Smith, and Kevin Tellor. Motion carried unanimously.

Finance Committee – David Boduch

- No report

Personnel Committee – Carrie Smith

- All staff evaluations were received as of last week and were reviewed with Christi.

Building Committee – David Klingensmith

- Discussed detail preparations for membrane roof replacement.
- Discussed update on building projects - HVAC.

Strategic Planning Committee – Carrie Smith

- No Report

Unfinished Business –

- None.

New Business –

- Motion to approve the Budget & Appropriation Ordinance 20-3 made by Robert Hormell and seconded by David Boduch. Roll Call: Kathy Dortch, David Boduch, Marcella Starck,

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday September 15, 2020 at 7:00 p.m.**

David Klingensmith, Robert Hormell, Carrie Smith, and Kevin Tellor. Motion carried unanimously.

- Motion to approve the installation of the Youth Room Mural at a cost of \$2,800 made by Robert Hormell and seconded by David Klingensmith. Roll Call: Kathy Dortch, David Boduch, Marcella Starck, David Klingensmith, Robert Hormell, Carrie Smith, and Kevin Tellor. Motion carried unanimously.
- Motion to approve the Overdue Fines Policy made by Kevin Tellor and seconded by Carrie Smith. Motion approved unanimously.
- Conducted a review of Library standards chapters 5 through 8 and determined that all issues have been addressed.

Topics for Future Discussion

- Landscape issues – Village is soliciting Board's opinion as to possible types of re-plantings.
- Potential future approval of Overdrive at the October meeting.

Adjournment –

Motion to adjourn the meeting at 7:40 p.m. made by Kevin Tellor and seconded by David Boduch. Motion carried unanimously.

Date for next Regular Meeting – October 20, 2020

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday October 20, 2020 at 7:00 p.m.**

Call to Order: 7:00 p.m.

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

Recognition of visitors – Kevin Tepen

Christine Gerrish (Director)

Motion to approve the Audit Report as provided made by Robert Hormell and seconded by Kevin Tellor. Motion carried unanimously.

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 – Intelligencer and Belleville News Democrat addressing neighborhood library events and library events.

Treasurer's Report – David Boduch

- Motion to approve the September 2020 Financials of \$52,555.00 made by Robert Hormell and seconded by Marcella Starck. Roll Call: Kathy Dortch, David Boduch, Marcella Starck, David Klingensmith, Robert Hormell, Carrie Smith, and Kevin Tellor. Motion carried unanimously.
- Motion to approve the September 2020 transfers of Social Security = \$1,722.02, IMRF = \$1,695.80, Building = \$10,799.31, Insurance = \$1,556.91, and Audit = \$0; made by Robert Hormell and seconded by David Klingensmith. Roll Call: Kathy Dortch, David Boduch, Marcella Starck, David Klingensmith, Robert Hormell, Carrie Smith, and Kevin Tellor. Motion carried unanimously.

Finance Committee – David Boduch

- Discussed impact of COVID 19 on revenue

Personnel Committee – Carrie Smith

- No report

Building Committee – David Klingensmith

- Discussed detail preparations for membrane roof replacement – report pending.
- Discussed update on building projects – HVAC is installed.

Strategic Planning Committee – Carrie Smith

- No Report

Unfinished Business –

- None.

New Business –

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday October 20, 2020 at 7:00 p.m.**

- Motion to approve the annual Tax Levy Ordinance 20-4 made by Robert Hormell and seconded by David Klingensmith. Roll Call: Kathy Dortch, David Boduch, Marcella Starck, David Klingensmith, Robert Hormell, Carrie Smith, and Kevin Tellor. Motion carried unanimously.
- Motion to approve the purchase of Overdrive made by Marcella Starck and seconded by Robert Hormell. Roll Call: Kathy Dortch, David Boduch, Marcella Starck, David Klingensmith, Robert Hormell, Carrie Smith, and Kevin Tellor. Motion carried unanimously.
- Discussed the possible switching of telephone services.
- Motion to approve the PPE Policy made by Robert Hormell and seconded by Kevin Tellor. Motion approved unanimously.
- Discussed donation solicitation in the Library
- Conducted a review of Library standards chapters 9 through 13 and determined that all issues have been addressed.

Topics for Future Discussion

- Landscape issues – Village is soliciting Board's opinion as to possible types of re-plantings.

Adjournment –

Motion to adjourn the meeting at 7:59 p.m. made by Robert Hormell and seconded by Kevin Tellor.
Motion carried unanimously.

Date for next Regular Meeting – November 17, 2020

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday November 17, 2020 at 7:00 p.m.**

Call to Order: 7:00 p.m.

Roll Call: Kathy Dortch, David Klingensmith, Kevin Tellor, Robert Hormell, Carrie Smith, and David Boduch. Absent with notice Marcella Starck.

Recognition of visitors

Christine Gerrish (Director)

Consent Agenda:

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

Communications – Intelligencer and Belleville News Democrat addressing neighborhood library events.

Treasurer’s Report – David Boduch

- Motion to approve the October 2020 Financials of \$44,981.98 made by Robert Hormell and seconded by Kevin Tellor. Roll Call: Kathy Dortch, David Boduch, David Klingensmith, Robert Hormell, Carrie Smith, and Kevin Tellor. Motion carried unanimously.
- Motion to approve the October 2020 transfers of Social Security = \$1,731,32, IMRF = \$1,704.92, Building = \$3,692.54, Insurance = \$2,484.43, and Audit = \$360.00; made by Robert Hormell and seconded by Kevin Tellor. Roll Call: Kathy Dortch, David Boduch, David Klingensmith, Robert Hormell, Carrie Smith, and Kevin Tellor. Motion carried unanimously.

Finance Committee – David Boduch

- Discussed impact of COVID 19 on revenue

Personnel Committee – Carrie Smith

- Discussed a potential fraudulent unemployment claim
- Six COVID-19 tests have been made to employees

Building Committee – David Klingensmith

- Discussed detail preparations for membrane roof replacement – revised report received.
- Discussed update on building projects – HVAC is installed but some work is still pending.

Strategic Planning Committee – Carrie Smith

- Will re-evaluate including this topic as an agenda item in the near future

Unfinished Business –

- None.

New Business –

- Discussed the possible switching of telephone services and will put this issue in abeyance.
- Discussed the eventual purchase of LibraryAware at a current cost of \$1,300 annually. Will consider it for inclusion in the 2021-2022 budget.

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday November 17, 2020 at 7:00 p.m.**

- Discussed COVID-19 mitigation possibilities. Other nearby libraries run the gamut of approaches. Motion to go curbside as of Thanksgiving continuing to the new year and eliminate access to the computers made by David Boduch and seconded by Robert Hormell. Motion carried unanimously.
- Motion to pay all staff their normal wage until January 19, 2021 should there be a full shut-down mandated by the state of Illinois made by David Boduch and seconded by Kevin Tellor. Roll Call: Kathy Dortch, David Boduch, David Klingensmith, Robert Hormell, Carrie Smith, and Kevin Tellor. Motion carried unanimously.
- Motion to approve Staff Development Day as January 8, 2021 made by Robert Hormell and seconded by David Boduch. Motion carried unanimously.
- Conducted a review of Library standards and the identified action items and determined that some issues have been identified and will be addressed.

Topics for Future Discussion

- Landscape issues – Village is soliciting Board's opinion as to possible types of re-plantings.

Adjournment –

Motion to adjourn the meeting at 8:12 p.m. made by Kevin Tellor and seconded by Carrie Smith. Motion carried unanimously.

Date for next Regular Meeting – January 19, 2021