

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday February 16, 2021 at 7:00 p.m.**

Call to Order: 7:00 p.m.

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

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 – None

Treasurer's Report – David Boduch

- Motion to approve the January 2021 Financials of \$40,683.94 made by Robert Hormell and seconded by Marcella Starck. Roll Call: Kathy Dortch, David Boduch, David Klingensmith, Carrie Smith, Marcella Starck, and Robert Hormell. Motion carried unanimously.
- Motion to approve the January 2021 transfers of Social Security = \$1,673.10, IMRF = \$1,644.89, Building = \$812.06, Insurance = \$1,062.15, and Audit = \$0; made by Robert Hormell and seconded by Marcella Starck. Roll Call: Kathy Dortch, David Boduch, David Klingensmith, Carrie Smith, Marcella Starck, and Robert Hormell. Motion carried unanimously.

Finance Committee – David Boduch

- Discussed impact of COVID 19 on revenue. All revenue looks fine to date, ahead of last year.

Personnel Committee – Carrie Smith

- Youth librarian hired.
- Director review document will most likely have some changes for both the directors and the employees. Revised documents will be provided to committee members in the next few weeks.

Building Committee – David Klingensmith

- No report

Unfinished Business –

- None.

New Business –

- Discussion of impact of COVID-19 closure, past and future. Emphasis on providing more work online to employees during such closure times.
- Discussed Substitute Part Time Associate Job Description. Director will pursue querying other library directors for whether creating a pool of substitutes is desirable and supported to fill short-term absences of an employee.
- Reviewed Personnel Policies which had not been examined in the last two years. Agreed that a subset will be provided for review by the next meeting.

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Topics for Future Discussion

Adjournment –

Motion to adjourn the meeting at 8:23 p.m. made by Robert Hormell and seconded by David Boduch.
Motion carried unanimously.

Date for next Regular Meeting – March 16, 2021