

**Glen Carbon Centennial Library District  
Board Meeting Minutes  
Tuesday January 19, 2021 at 7:00 p.m.**

Call to Order: 7:00 p.m.

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

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 Kevin Tellor. Motion carried unanimously.

Communications – Intelligencer and Belleville News Democrat addressing neighborhood library events. Glen-Ed Pantry acknowledged donations of food.

Treasurer's Report – David Boduch

- Motion to approve the November 2020 Financials of \$52,732.46 made by Robert Hormell and seconded by Kevin Tellor. Roll Call: Kathy Dortch, David Boduch, David Klingensmith, Robert Hormell, Carrie Smith, Marcella Starck and Kevin Tellor. Motion carried unanimously.
- Motion to approve the December 2020 Financials of \$193,837.34 made by Robert Hormell and seconded by Kevin Tellor. Roll Call: Kathy Dortch, David Boduch, David Klingensmith, Robert Hormell, Carrie Smith, Marcella Starck and Kevin Tellor. Motion carried unanimously.
- Motion to approve the November-December 2020 transfers of Social Security = \$4,303.04, IMRF = \$4,265.31, Building = \$143,107.41, Insurance = \$4,049.40, and Audit = \$4,760.00; made by Robert Hormell and seconded by Kevin Tellor. Roll Call: Kathy Dortch, David Boduch, David Klingensmith, Robert Hormell, Carrie Smith, Marcella Starck, and Kevin Tellor. 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

- Seeking replacement for Youth Services Librarian

Building Committee – David Klingensmith

Unfinished Business –

- None.

New Business –

- Motion to approve Ordinance 21-1 (2021 meeting dates) made by Robert Hormell and seconded by Kevin Tellor. Motion carried unanimously.
- Motion to approve an extension to the COVID-19 emergency paid sick leave to March 31, 2021 made by Robert Hormell and seconded by Marcella Starck. Roll Call: Kathy Dortch, David Boduch, David Klingensmith, Robert Hormell, Carrie Smith, Marcella Starck, and Kevin Tellor. Motion carried unanimously.

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- Motion to provide staffing for the April 6, 2021 election with an opening at 5am to officials and 6am to the public made by Robert Hormell and seconded by David Boduch. Motion approved unanimously.
- Motion to approve the Closed Meeting minutes made by David Boduch and seconded by David Klingensmith. Motion approved unanimously.

Topics for Future Discussion

- Landscape issues
- Discussed opening the library if we achieve a COVID-19 positivity rate that moves our region to tier 2 and/or 1.

Adjournment –

Motion to adjourn the meeting at 7:37 p.m. made by Robert Hormell and seconded by Kevin Tellor.  
Motion carried unanimously.

Date for next Regular Meeting – February 16, 2021

**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

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

Call to Order: 7:03 p.m.

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

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 Boduch with changes to the Director's report. Motion carried unanimously.

Communications – Intelligencer noted many events supported by the library and a certificate from the US Census for our participation in the census effort.

Treasurer's Report – David Boduch

- Motion to approve the February 2021 Financials of \$36,723.35 made by Robert Hormell and seconded by Kevin Tellor. Roll Call: Kathy Dortch, David Boduch, David Klingensmith, Marcella Starck, Kevin Tellor and Robert Hormell. Motion carried unanimously.
- Motion to approve the February 2021 transfers of Social Security = \$1,129.78, IMRF = \$1,548.12, Building = \$854.41, Insurance = \$940.15, and Audit = \$0; made by Robert Hormell and seconded by David Klingensmith. Roll Call: Kathy Dortch, David Boduch, David Klingensmith, Marcella Starck, Kevin Tellor and Robert Hormell. Motion carried unanimously.

Finance Committee – David Boduch

- No report

Personnel Committee – Carrie Smith

- No report

Building Committee – David Klingensmith

- No report

Unfinished Business –

- None.

New Business –

- Discussed the increase in cost of the Health Insurance premiums. Motion made by Kevin Tellor and seconded by Robert Hormell to approve the United Health Care M.C. SO IL/SIL10 plan and its monthly cost not to exceed \$2,500. Roll Call: Kathy Dortch, David Boduch, David Klingensmith, Marcella Starck, Kevin Tellor and Robert Hormell. Motion carried unanimously.
- Discussed the fraudulent use of our credit card and the need to establish the Capital One Spark card. Motion made by Robert Hormell and seconded by Kevin Tellor to approve the establishment of the new card. Motion carried unanimously.
- Motion to procure the Library Aware subscription for \$1260 made by Robert Hormell and seconded by David Boduch. Roll Call: Kathy Dortch, David Boduch, David

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Tuesday March 16, 2021 at 7:00 p.m.**

Klingensmith, Marcella Starck, Kevin Tellor and Robert Hormell. Motion carried unanimously.

- Motion to procure the Beanstack subscription for \$795 made by David Boduch and seconded by Robert Hormell. Roll Call: Kathy Dortch, David Boduch, David Klingensmith, Marcella Starck, Kevin Tellor and Robert Hormell. Motion carried unanimously.
- Motion to procure the LocalHop subscription for \$588 made by David Boduch and seconded by Marcella Starck. Roll Call: Kathy Dortch, David Boduch, David Klingensmith, Marcella Starck, Kevin Tellor and Robert Hormell. Motion carried unanimously.
- Reviewed the draft 2021-2022 personnel budget as provided.
- Accomplished a review of a subset of the Personnel (Welcome to the Staff, Duties and Responsibilities for all Staff, Code of Ethics, Exempt and Non-Exempt, and Grievance). Additional personnel policies will be reviewed in the next meeting. General policies will be reviewed in 2022.

Topics for Future Discussion

Adjournment –

Motion to adjourn the meeting at 811 p.m. made by Kevin Tellor and seconded by Robert Hormell. Motion carried unanimously.

Date for next Regular Meeting – April 20, 2021

**Glen Carbon Centennial Library District  
Board Meeting Minutes  
Tuesday April 20, 2021 at 7:00 p.m.**

Call to Order: 7:02 p.m.

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

Recognition of visitors Cody Jeter

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 with changes to the Director's report. Motion carried unanimously.

Communications – Intelligencer and Belleville News Democrat noted many events supported by the library. Also a "Notice of Public Hearing" dated April 23, 2021 was received related to the "Orchard Town Center" development and its potential for a TIF.

Treasurer's Report – David Boduch

- Motion to approve the March 2021 Financials of \$44,785.28 made by Robert Hormell and seconded by Kevin Tellor. Roll Call: Kathy Dortch, David Boduch, David Klingensmith, Marcella Starck, Kevin Tellor and Robert Hormell. Motion carried unanimously.
- Motion to approve the March 2021 transfers of Social Security = \$1,722.48, IMRF = \$1,696.25, Building = \$0, Insurance = \$2,142.46, and Audit = \$0; made by Robert Hormell and seconded by David Klingensmith. Roll Call: Kathy Dortch, David Boduch, David Klingensmith, Marcella Starck, Kevin Tellor and Robert Hormell. Motion carried unanimously.

Finance Committee – David Boduch

- Discussion of building account related issues and plans for future actions and how the Reserve Fund should be addressed going forward in the B & A Ordinance.

Personnel Committee – Carrie Smith

- No report

Building Committee – David Klingensmith

- Received quotes for the painting of the interior of the building

Unfinished Business –

- Motion to revise the Grievance Policy as submitted made by Robert Hormell and seconded by David Klingensmith. Motion carried unanimously.
- Motion to approve the submission of the 2021-2022 budget made by David Boduch and seconded by Robert Hormell. Roll Call: Kathy Dortch, David Boduch, David Klingensmith, Marcella Starck, Kevin Tellor and Robert Hormell. Motion carried unanimously.

New Business –

- Motion to approve the annual Administrative Calendar revision made by Robert Hormell and seconded by David Boduch. Motion carried unanimously.
- Accomplished a review of a subset of the Personnel (Health Insurance, Immigration Compliance, IMRF, Inclement Weather, Meal and Break, Nepotism, Overtime, Sexual Harassment, FMLA,

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Funeral Leave, Holiday Pay, Jury Duty, Sick Leave). Motion made by Kevin Tellor and seconded by Marcella Starck to approve the above list as reviewed and modified.

Topics for Future Discussion

Adjournment –

Motion to adjourn the meeting at 8:38 p.m. made by Robert Hormell and seconded by Kevin Tellor.  
Motion carried unanimously.

Date for next Regular Meeting – May 18, 2021



**Glen Carbon Centennial Library District  
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Tuesday May 18, 2021 at 7:00 p.m.**

Call to Order: 7:01 p.m.

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

No visitors were present

Christine Gerrish (Director)

Robert David Klingensmith, Marcella Starck, and Kevin Tellor were sworn in by Library Board President, Kathryn Dortch.

Consent Agenda:

- Motion to approve the identified documents contained within the consent agenda made by Kevin Tellor and seconded David Boduch with changes to the April Minutes. Motion carried unanimously.

Communications – Intelligencer noted many events supported by the library. Also an article on the upcoming Summer Reading Program

Treasurer’s Report – David Boduch

- Motion to approve the April 2021 Financials of \$39,307.20 made by David Klingensmith and seconded by Kevin Tellor. Roll Call: Kathy Dortch, David Boduch, David Klingensmith, Marcella Starck, Kevin Tellor and Robert Hormell. Motion carried unanimously.
- Motion to approve the April 2021 transfers of Social Security = \$1,753.74, IMRF = \$1,726.77, Building = \$0, Insurance = \$874.59, and Audit = \$0; made by Kevin Tellor and seconded by Marcella Starck. Roll Call: Kathy Dortch, David Boduch, David Klingensmith, Marcella Starck, Kevin Tellor and Carrie Smith. Motion carried unanimously.

Finance Committee – David Boduch

- No report

Personnel Committee – Carrie Smith

- Evaluation forms will be going out this month to the Library Board and staff.

Building Committee – David Klingensmith

- No report

Unfinished Business –

- Kevin Tellor made a motion to approve the Personal Leave Policy as presented. The motion was seconded by David Boduch. Motion carried unanimously.

New Business –

- The Library Board discussed the plans for the new TIF district that has been proposed by the Village and the impact that may have on the library’s future tax revenue.
- There was discussion about the empty seat on the Library Board. The board will vote at the June meeting to appoint a citizen to that seat
- Nomination Committee for June Election – The Board will move straight to the election in June.
- The nonresident Fee for FY 2021-2022 will be updated to the taxing rate provided by the Madison County clerk’s office. Nonresidents who meet the criteria set by Illinois state statutes

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may purchase a card for 0.1775 of the assessed taxable value of their home. Motion to change rate based on the calculation presented made by David Boduch and seconded by Carrie Smith. Motion carried unanimously.

- Motion made to remove Glen Carbon Homecoming from the list of holidays in the Hours of Operation policy made by David Boduch and seconded by Marcella Starck. Motion carried unanimously.
- Accomplished a review of a subset of the Personnel (Vacation Leave, In-Service Training and Meetings, Professional Conferences and Workshops, Travel Expense Control, Tuition Reimbursement, Staff Performance Evaluation, and Layoff ). Motion made by David Klingensmith and seconded by Marcella Starck to approve the above list as reviewed and modified. Motion carried unanimously.

Topics for Future Discussion

Adjournment –

Motion to adjourn the meeting at 8:32 p.m. made by Kevin Tellor and seconded by David Boduch. Motion carried unanimously.

Date for next Regular Meeting – June 15, 2021

**Glen Carbon Centennial Library District  
Board Meeting Minutes  
Tuesday June 15, 2021 at 7:00 p.m.**

Call to Order: 7:02 p.m.

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

Absent with Notice: David Boduch

Visitors: Cody Jeter

Christine Gerrish (Director)

Kevin Tellor made a motion to approve appointing Cody Jeter to the Library Board of Trustees. The motion was seconded by Marcella Starck. Motion carried unanimously.

Cody Jeter was sworn in by Library Board President, Kathryn Dortch.

Consent Agenda:

- The Library Board discussed the Storywalk, which has received some criticism for the currently selected book, "This Day in June", by Gayle Pitman, PhD.
- Motion to approve the identified documents contained within the consent agenda made by David Klingensmith and seconded Kevin Tellor. Motion carried unanimously.

Communications – Intelligencer noted many events supported by the library. There was also an article on wearing masks in the library. IHLS sent a letter to Kathy about Christi's participation on the Nominating Committee.

Treasurer's Report – Christine Gerrish

- Motion to approve the June 2021 Financials of \$49,993.57 made by Marcella Starck and seconded by Kevin Tellor. Roll Call: Kathy Dortch, David Boduch, David Klingensmith, Marcella Starck, Kevin Tellor, Carrie Smith and Cody Jeter. Motion carried unanimously.
- Motion to approve the June 2021 transfers of Social Security = \$1,753.74, IMRF = \$1,726.77, Building = \$0, Insurance = \$890.37, and Audit = \$0; made by Kevin Tellor and seconded by David Klingensmith. Roll Call: Kathy Dortch, , David Klingensmith, Marcella Starck, Kevin Tellor, Cody Jeter, and Carrie Smith. Motion carried unanimously.

Finance Committee – David Boduch

- No report

Personnel Committee – Carrie Smith

- Motion made at 7:35 p.m. by Kevin Tellor and seconded by Carrie Smith to enter into closed session to discuss the Director's Evaluation under section – 2C1: Appointment, employment, compensation, discipline, performance, or dismissal of specific employees. Motion carried unanimously.
- Motion made by Kevin Tellor and seconded by Marcella Starck to come out of closed session at 8:26 p.m. Motion carried unanimously.

Building Committee – David Klingensmith

- No report

Unfinished Business –

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- Accomplished a review of a subset of the Personnel (Probationary Period Policy, Promotions Policy, Discipline Policy, and Resignation Policy). Motion made by David Klingensmith and seconded by Kevin Tellor to approve the above list as reviewed. Motion carried unanimously.

New Business –

- 21-2 Building and Maintenance Ordinance for FY2021-2022 motion by Marcella Starck second by Carrie Smith. Roll Call: Kathy Dortch, , David Klingensmith, Marcella Starck, Kevin Tellor, Cody Jeter, and Carrie Smith. Motion carried unanimously.
- Replacement Policy motion by Kevin Tellor second by David Klingensmith. Motion carried unanimously.
- Book Sale Sign motion by Kevin Tellor second by David Klingensmith. Motion carried unanimously.
- Officer Election motion by Kevin Tellor second by Marcella Starck. Motion carried unanimously.

Slate of Officers

President – Kathryn Dortch

Vice-President – Marcella Starck

Secretary – Cody Jeter

Treasurer – David Boduch

Topics for Future Discussion - None

Adjournment –

Motion to adjourn the meeting at 8:57 p.m. made by Kevin Tellor and seconded by Carrie Smith. Motion carried unanimously.

Date for next Regular Meeting – July 20, 2021

**Glen Carbon Centennial Library District  
Board Meeting Minutes  
Tuesday July 20, 2021 at 7:00 p.m.**

Call to Order: 7:02 p.m.

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

Absent with Notice: Cody Jeter, Carrie Smith, and Marcella Starck.

Visitors:

Christine Gerrish (Director)

Consent Agenda:

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

Communications – Intelligencer and News-Democrat noted many events supported by the library. There was an editorial on upcoming book releases and a picture of the Friends of the Library scholarship winner.

Treasurer's Report – Christine Gerrish

- Motion to approve the July 2021 Financials of \$58,369.30 made by Kevin Tellor and seconded by David Klingensmith. Roll Call: Kathy Dortch, David Boduch, David Klingensmith, and Kevin Tellor. Motion carried unanimously.
- Motion to approve the June 2021 transfers of Social Security = \$1,754.07, IMRF = \$1,727.08, Building = \$0, Insurance = \$2,210.19, and Audit = \$0; made by Kevin Tellor and seconded by David Klingensmith. Roll Call: Kathy Dortch, David Boduch, David Klingensmith, and Kevin Tellor. Motion carried unanimously.
- Transfers for Reserve Account 2019-2020 & 2020-2021 = Amount to transfer from General Fund to Reserve Fund for FY 2020-2021 is \$119,470.20. Amount to transfer from General Fund to Reserve Fund for FY 2019-2020 is \$129,900.14 made by Kevin Tellor and seconded by David Klingensmith. Roll Call: Kathy Dortch, David Boduch, David Klingensmith, and Kevin Tellor. Motion carried unanimously.

Finance Committee – David Boduch

- No report

Personnel Committee – Carrie Smith

- No Report

Building Committee – David Klingensmith

- No report

Unfinished Business –

- No Unfinished Business

New Business –

- Review FY 2020-2021 Budget and Appropriation Ordinance – Expenses from FY 2020-2021 were compared to the expenses listed in Ordinance 20-3 Budget & Appropriation Ordinance.
- Holiday Policy – A revision was made to the Holiday Policy that floating holiday time was to be requested in the same manner as vacation time. Motion to approve the revisions to the Holiday Policy made by David Boduch and seconded Kevin Tellor. Motion carried unanimously.

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- Review Quotes and select Painting Contractor – Four quotes from Bickline Painting, Wells Painting, Bosoluke Painting, and CertaPro Painters were obtained. The lowest quote came back from Bickline Painting for \$7,100 with the option to paint the upper walls for \$850.00 for a total of \$7,950.00. Motion to approve the quote from Bickline Painting made by David Klingensmith and seconded David Boduch. Roll Call: Kathy Dortch, David Boduch, David Klingensmith, and Kevin Tellor. Motion carried unanimously.
- Illinois Public Library Annual Report – The statistics for the IPLAR were reviewed and discussed. Motion to approve the Illinois Public Library Annual Report made by David Boduch and seconded Kevin Tellor. Motion carried unanimously.
- 21-3 Annexation of Property known as 127 North Main Street, Glen Carbon - Tabled
- Motion to approve the Closed Meeting minutes review - Tabled

Topics for Future Discussion – None

- Accountant Contract
- Holidays

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 – August 17, 2021

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Tuesday August 17, 2021 at 7:00 p.m.**

Call to Order: 7:00 p.m.

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

Absent with Notice:  
Marcella Starck,

Visitors:

Christine Gerrish (Director)

Consent Agenda:

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

Communications – Intelligencer noted many events supported by the library and the library director Christi Gerrish wrote a community spotlight column highlighting the library. Belleville New Democrat also noted many of the event supported by the library.

Treasurer’s Report – David Boduch

- Motion to approve the July 2021 Financials of \$67,243.59 made by David Klingensmith and seconded by Carrie Smith. Roll Call: Kathy Dortch, David Boduch, Cody Jeter, David Klingensmith, Carrie Smith, and Kevin Tellor. Motion carried unanimously.
- Motion to approve the July 2021 transfers of Social Security = \$2,649.90, IMRF = \$2,609.01, Building = \$3,678.03, Insurance = \$1,554.98, and Audit = \$0; made by David Boduch and seconded by Kevin Tellor. Roll Call: Kathy Dortch, David Boduch, Cody Jeter, David Klingensmith, Carrie Smith, and Kevin Tellor. Motion carried unanimously.

Finance Committee – David Boduch

- No report

Personnel Committee – Carrie Smith

- Motion made at 7:18 p.m. by David Boduch and seconded by Kevin Tellor to enter into closed session to discuss the Director’s Compensation under section – 2C1: Appointment, employment, compensation, discipline, performance, or dismissal of specific employees. Motion carried unanimously.
- Motion made by David Boduch and seconded by Kevin Tellor to come out of closed session at 7:49 p.m. Motion carried unanimously.
- Motion made by Carrie Smith and seconded David Boduch by to approve a 3% raise for Library Director Christine Gerrish retroactive to the beginning of fiscal year. Roll Call: Kathy Dortch, David Boduch, Cody Jeter, David Klingensmith, Kevin Tellor, and Carrie Smith.

Building Committee – David Klingensmith

- No report

Unfinished Business –

- Motion made by David Boduch and seconded by Carrie Smith to approve the Closed Minutes Review.

New Business –

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- Motion made by David Boduch and seconded by Cody Jeter to approve the 2021 Records Disposal Certificate. Motion carried unanimously.

Topics for Future Discussion –

- 21-3 Annexation of Property known as 127 North Main Street, Glen Carbon.
- Library Holidays.
- Accountant Contract for monthly fee of \$480- set on contract, talk to system about RFP, ask auditor about the quality of our current accountant.
- 21-4 Budget & Appropriation Ordinance.

Adjournment –

Motion to adjourn the meeting at 8:20 p.m. made by Kevin Tellor and seconded by David Boduch. Motion carried unanimously.

Date for next Regular Meeting – September 21, 2021



**Glen Carbon Centennial Library District  
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Tuesday September 21, 2021 at 7:00 p.m.**

Call to Order: 7:00 p.m.

Roll Call: Kathy Dortch, Cody Jeter, David Klingensmith, Carrie Smith, Kevin Tellor and Marcella Starck.

Absent with Notice: David Boduch

Visitors: Kevin J. Tepen

Christine Gerrish (Director)

Audit Report

- Kevin Tepen presented on Audit Report.

Consent Agenda:

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

Communications – The library was mentioned in the intelligencer this month including two editorials by Library Director Christine Gerrish and an article about the library's per capita grant.

Treasurer's Report – David Boduch

- Motion to approve the August 2021 Financials of \$58,369.30 made by Kevin Tellor and seconded by David Klingensmith. Roll Call: Kathy Dortch, Cody Jeter, David Klingensmith, Carrie Smith, Kevin Tellor and Marcella Starck. Motion carried unanimously.
- Motion to approve the August 2021 transfers of Social Security = \$1,906.27, IMRF = \$1,878.05, Building = \$2,747.48, Insurance = \$2,835.37, and Audit = \$0; made by David Klingensmith and seconded by Marcella Starck. Roll Call: Kathy Dortch, Cody Jeter, David Klingensmith, Carrie Smith, Kevin Tellor and Marcella Starck. Motion carried unanimously.

Finance Committee – David Boduch

- Mention Christi and David will present on...

Personnel Committee – Carrie Smith

- Staff development will be January 8, 2021.
- Betsey hired at circulation manager and agreed on extra vacation time after 6-month probationary period.

Building Committee – David Klingensmith

- Proposal for straight up solar.

Unfinished Business –

- 21-3 Annexation of property know as 127 North Main Street, Glen Carbon.
  - Motion made by David Klingensmith and seconded by Carrie Smith, carried with one abstention.
- 21-4 Budget & Appropriation Ordinance
  - Motion made by David Klingensmith and seconded by Marcella Starck, carried unanimously.

New Business –

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- 21-5 Tax Levy Ordinance Discussion
- Overdue Fine Policy
  - Motion made by Cody Jeter and seconded by Kevin Tellor, carried unanimously.
- Review library standards for Per Capita Grant.

Topics for Future Discussion –

- Accountant contract for monthly fee of \$480.
- Library Holidays.

Adjournment –

Motion to adjourn the meeting at 8:16 p.m. made by Kevin Tellor and seconded by Carrie Smith. Motion carried unanimously.

Date for next Regular Meeting – October 19, 2021

**Glen Carbon Centennial Library District  
Board Meeting Minutes  
Tuesday October 19, 2021 at 7:00 p.m.**

Call to Order: 7:01 p.m.

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

Absent with Notice: Marcella Starck

Visitors:

Absent with Notice: Christine Gerrish (Director)

Consent Agenda:

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

Communications – Article in the Edwardsville Intelligencer on the Library’s table at Glenfest. Additional promotions for events that the library planned throughout the month.

Treasurer’s Report – David Boduch

- Motion to approve the September 2021 Financials of \$46,996.28 made by Kevin Tellor and seconded by David Boduch. Roll Call: Kathy Dortch, Cody Jeter, David Klingensmith, Carrie Smith, Kevin Tellor and David Boduch. Motion carried unanimously.
- Motion to approve the September 2021 transfers of Social Security = \$1,888.93, IMRF = \$1,858.78, Building = \$2,747.48, Insurance = \$1,739.60, and Audit = \$0; made by Kevin Tellor and seconded by David Boduch. Roll Call: Kathy Dortch, Cody Jeter, David Klingensmith, Carrie Smith, Kevin Tellor and David Boduch. Motion carried unanimously.

Finance Committee – David Boduch

- Christi and David Boduch will present on reserve analysis and a future board meeting.

Personnel Committee – Carrie Smith

- Staff development day will be January 8, 2022.
- Betsye Stinson hired as Circulation Manager and started on October 1, 2021.

Building Committee – David Klingensmith

- Discussion of proposal made by straight up solar for solar paneling on roof of Library.

Unfinished Business –

- Account Contract for monthly fee of \$480.
  - Motion to approve made by Kevin Tellor and seconded by David Boduch. Roll Call: Kathy Dortch, Cody Jeter, David Klingensmith, Carrie Smith, Kevin Tellor and David Boduch. Motion carried unanimously.

New Business –

- 21-5 Tax Levy Ordinance Discussion
  - Motion to approve made by David Boduch and seconded by David Klingensmith. Roll Call: Kathy Dortch, Cody Jeter, David Klingensmith, Carrie Smith, Kevin Tellor and David Boduch. Motion carried unanimously.

**Glen Carbon Centennial Library District  
Board Meeting Minutes  
Tuesday October 19, 2021 at 7:00 p.m.**

- Purchase Replacement Holiday Tree, not to exceed \$800
  - Motion to approve made by Kevin Tellor and seconded by Carrie Smith. Roll Call: Kathy Dortch, Cody Jeter, David Klingensmith, Carrie Smith, Kevin Tellor and David Boduch. Motion carried unanimously.
- Upgrade Computers to Microsoft Office 2012 for \$1508
  - Motion to approve made by David Boduch and seconded by Carrie Smith. Roll Call: Kathy Dortch, Cody Jeter, David Klingensmith, Carrie Smith, Kevin Tellor and David Boduch. Motion carried unanimously.
- Library Holidays
  - Motion to approve made by Kevin Tellor and seconded by Carrie Smith. Motion carried unanimously.

Topics for Future Discussion –

- Intergovernmental agreement for Illinois Libraries Present

Adjournment –

Motion to adjourn the meeting at 7:56 p.m. made by Kevin Tellor and seconded by Carrie Smith. Motion carried unanimously.

Date for next Regular Meeting – November 16, 2021

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

Call to Order: 7:01 p.m.

Roll Call: Kathy Dortch, David Boduch, David Klingensmith, Marcella Starck, Cody Jeter, Kevin Tellor, Carrie Smith

Absent with Notice:

Visitors:

Christine Gerrish (Director)

Consent Agenda:

- The minutes corrected to staff development from January 8, 2021 to January 7, 2021
- Motion to approve the identified documents contained within the consent agenda made by Kevin Tellor and seconded David Boduch. Motion carried with one abstained.

Communications – Christi wrote an editorial in the Edwardsville Intelligencer about new books release in October 2021. Many of the libraries November events advertised in the Intelligencer and the Belleville New Democrat.

Treasurer’s Report – David Boduch

- A discrepancy in the September financials between lines 151, 152, 153 was discussed. Christi will speak with the accountant to get further details for the January, 2022 meeting.
- Motion to approve the October 2021 Financials of \$54,078.57 made by Kevin Tellor and seconded by David Klingensmith. Roll Call: Kathy Dortch, David Boduch, David Klingensmith, Marcella Starck, Cody Jeter, Kevin Tellor, Carrie Smith. Motion carried unanimously.
- Motion to approve the October 2021 transfers of Social Security = \$1,744.45, IMRF = \$1,713.00, Building = \$2980.31, Insurance = \$1,521.56, and Audit = \$310.00; made by Kevin Tellor and seconded by David Boduch. Roll Call: Kathy Dortch, David Boduch, David Klingensmith, Marcella Starck, Cody Jeter, Kevin Tellor, Carrie Smith. Motion carried unanimously.

Finance Committee – David Boduch

- Christi and David Boduch will present on reserve analysis and a future board meeting.
  - Discussion about future uses or projects for the reserve account. \$800,000 in reserve account and identifies projects that would use about 2/3’s of the fund

Personnel Committee – Cody Jeter

- No report

Building Committee – David Klingensmith

- No report

Unfinished Business –

- Intergovernmental Agreement for Illinois Libraries Present  
Motion made David Boduch, 2<sup>nd</sup> by Cody Jeter, Roll Call: Kathy Dortch, David Boduch, David Klingensmith, Marcella Starck, Cody Jeter, Kevin Tellor, Carrie Smith. Motion carried unanimously

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

New Business –

- Library Closure on January 7, 2022 for Staff Development Day
  - Motion to approve staff development day library closure for January 7 2022. Motion made by David Boduch and Seconded by Cody Jeter. Roll call: Kathy Dortch, David Boduch, David Klingensmith, Marcella Starck, Cody Jeter, Kevin Tellor, Carrie Smith. Motion carried unanimously.
- Discussion on Library Wages
  - Christi will investigate long term options for budgeting.

Topics for Future Discussion –

- Amended September, 2021 Financials

Adjournment –

Motion to adjourn the meeting at 7:56 p.m. made by Kevin Tellor and seconded by Carrie Smith. Motion carried unanimously.

Date for next Regular Meeting – January 18, 2022