

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday January 18, 2022 at 7:00 p.m.**

Call to Order: 7:01 p.m.

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

Absent with Notice: Kathy Dortch, Cody Jeter

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.

Treasurer’s Report – David Boduch

- September, 2021 financials were discussed. There was no change in the totals and no vote was needed.
- Motion to approve the November, 2021 Financials of \$66,839.48 made by David Boduch and seconded by Kevin Tellor. Roll Call: David Boduch, David Klingensmith, Carrie Smith, Marcella Starck, and Kevin Tellor. Motion carried unanimously.
- Motion to approve the December, 2021 Financials of \$53,399.26 made by David Boduch and seconded by Kevin Tellor. Roll Call: David Boduch, David Klingensmith, Carrie Smith, Marcella Starck, and Kevin Tellor. Motion carried unanimously.
- Motion to approve the November and December, 2021 transfers of Social Security = \$4,602.96, IMRF = \$4,518.76, Building = \$11,615.29, Insurance = \$4,701.99, and Audit = \$4,800.00; made by David Boduch and seconded by Kevin Tellor. Roll Call: David Boduch, David Klingensmith, Carrie Smith, Marcella Starck, and Kevin Tellor. Motion carried unanimously.

Finance Committee – David Boduch

- Reserve Analysis – The reserve analysis was discussed. The library is looking at several large projects in the upcoming years which will be paid for out of the Reserve Account.

Personnel Committee – Cody Jeter

- No report

Building Committee – David Klingensmith

- No report

Unfinished Business –

-

New Business –

- Ordinance 21-1 Library Board Meeting Dates for 2022 – Motion made to approve the schedule of Library Board Meeting Dates for 2022 made by Kevin Tellor, and seconded by David Boduch, Motion carried unanimously.
- Semiannual Review of Closed Meeting Minutes – Motion to approve the Closed Meeting minutes made by Kevin Tellor and seconded by David Klingensmith. Motion approved unanimously.

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday January 18, 2022 at 7:00 p.m.**

- United Healthcare Group Policy for 2022-2023 – The monthly rate of the group health insurance policy will rise to \$1,836.68 for United Healthcare. Motion to approve the new monthly insurance rate of \$1,836.68 made by Kevin Tellor, and seconded by Carrie Smith, Roll Call: David Boduch, David Klingensmith, Carrie Smith, Marcella Starck, and Kevin Tellor. Motion carried unanimously
- Reschedule Staff Development Day for February 18, 2022 – Motion approve to close the library on Friday, February 18, 2022 for Staff Development Day made by David Boduch, and seconded by Carrie Smith. Roll Call: David Boduch, David Klingensmith, Carrie Smith, Marcella Starck, and Kevin Tellor. Motion carried unanimously

Topics for Future Discussion -

Adjournment –

Motion to adjourn the meeting at 7:54 p.m. made by Kevin Tellor and seconded by David Boduch. Motion carried unanimously.

Date for next Regular Meeting – February 15, 2021

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday February 15, 2022 at 7:00 p.m.**

Call to Order: 7:02

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

Absent with Notice: David Boduch

Visitors:

Christine Gerrish (Director)

Consent Agenda:

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

Communications – Intelligencer wrote an article about the library going fine free. The Intelligencer also promoted many of the library’s events in February.

Treasurer’s Report – David Boduch

- Motion to approve the January 2022 Financials of \$42,617.47 made by David Klingensmith and seconded by Marcella Starck. Roll Call: Kathy Dortch, David Klingensmith, Marcella Starck, Cody Jeter, Kevin Tellor, Carrie Smith. Motion carried unanimously.
- Motion to approve the January 2022 transfers of Social Security = \$1,836.83, IMRF = \$1,803.24, Building = \$4,873.00, Insurance = \$1,073.83, and Audit = \$0: made by Marcella Starck and seconded by Cody Jeter. Roll Call: Kathy Dortch, David Klingensmith, Marcella Starck, Cody Jeter, Kevin Tellor, Carrie Smith. Motion carried unanimously.

Finance Committee – David Boduch

- No Report

Personnel Committee – Cody Jeter

- No report

Building Committee – David Klingensmith

- No report

Unfinished Business –

New Business –

- Homecoming 2022 Discussion
 - Motion to approve the closure of the library for village Homecoming on June 15-19, 2022 and pay the staff their regularly scheduled pay if they work the library’s booth at homecoming made by Kevin Tellor and seconded by Carrie Smith. Roll Call: Kathy Dortch, David Klingensmith, Marcella Starck, Cody Jeter, Kevin Tellor, Carrie Smith. Motion carried unanimously.
- General Policy Review
 - Mission Statement
 - By Laws

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday February 15, 2022 at 7:00 p.m.**

- History
- Hours of Service
- Meeting Room Policy
- Study Room Policy
- Security Camera Policy
- Bloodborne Pathogens Policy
- Public Health Policy
- Disposal of Surplus Inventory Policy
- Loan Periods
- Overdue Fines
- Interlibrary Loan Policy
- Materials Selection Policy
- Motion to approve recommended as presented General Policy Review excluding the Public Health Policy made by Marcella Starck and seconded by David Klingensmith .
Motion carries with one abstention.

Topics for Future Discussion –

- Pandemic Sick Days policy

Adjournment –

Motion to adjourn the meeting at 8:02 p.m. made by Kevin Tellor and seconded by Marcella Starck.
Motion carried unanimously.

Date for next Regular Meeting – March 15, 2022

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday March 15, 2022 at 7:00 p.m.**

Call to Order: 7:20 p.m.

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

Absent with Notice: Cody Jeter, David Boduch, 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 Carrie Smith. Motion carried unanimously.

Communications – Upcoming programs were mentioned in the Intelligencer and Belleville News Democrat

Treasurer's Report – David Boduch

- Motion to approve the February 2022 Financials of \$42,570.95 made by Kevin Tellor and seconded by David Klingensmith. Roll Call: Kathy Dortch, David Klingensmith, Kevin Tellor, Carrie Smith. Motion carried unanimously.
- Motion to approve the February 2022 transfers of Social Security = \$1,861.64, IMRF = \$1,827.48, Building = \$924.30, Insurance = \$1,946.13, and Audit = \$0: made by Kevin Tellor and seconded by Carrie Smith. Roll Call: Kathy Dortch, David Klingensmith, Kevin Tellor, Carrie Smith. Motion carried unanimously.

Finance Committee – David Boduch

- No Report

Personnel Committee – Cody Jeter

- No Report

Building Committee – David Klingensmith

- No report

Unfinished Business –

- Pandemic Sick Leave
 - Motion to approve the Pandemic Sick Leave made by Kevin Tellor and seconded by David Klingensmith. Roll Call: Kathy Dortch, David Klingensmith, Kevin Tellor, Carrie Smith. Motion carried unanimously.
- Public Health Policy
 - Motion to approve updated Public Health Policy made by David Klingensmith and seconded by Kevin Tellor. Motion carried unanimously.

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday March 15, 2022 at 7:00 p.m.**

New Business –

- FY 2022-2023 Budgets
 - Operations Budget – The operations budget was discussed
 - Personnel Budget – The personnel budget was discussed
- Universal Removal of Gendered Terms from General and Personnel Policy Manuals. Motion by Carrie Smith seconded by David Klingensmith. Motion carried unanimously.
- Approval of Quote from Kane Mechanical to Repair Backflow Check Valve for \$990.18. Motion by David Klingensmith, second by Carrie Smith. Roll Call: Kathy Dortch, David Klingensmith, Kevin Tellor, Carrie Smith. Motion carried unanimously.
- General Policy Review - Motion to accept the proposed changes and corrections made by Kevin Tellor, second by David Klingensmith. Motion carried unanimously.
 - Library Cards
 - Reference Service Policy
 - Disabled Patrons
 - Service Animals in the Library
 - Gifts to the Library
 - Patron Conduct
 - Cell Phone Policy
 - Proctoring Policy
 - Volunteer Policy
 - Identity Protection Policy
 - Illinois Freedom of Information Act
 - USA Patriot Act and Policy
 - Replacement Policy

Topics for Future Discussion –

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 – April 19, 2022

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday April 19, 2022 at 7:00 p.m.**

Call to Order: 7:04

Roll Call: Kathy Dortch, David Boduch, David Klingensmith, Cody Jeter, Kevin Tellor

Absent with Notice: Carrie Smith, 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 – The Edwardsville Intelligencer provided a list of our events throughout April 2022 in their Our Neighbor section.

Treasurer's Report – David Boduch

- Motion to approve the February 2022 Financials of \$48,339.01 made by David Boduch and seconded by David Klingensmith. Roll Call: Kathy Dortch, David Boduch, David Klingensmith, Cody Jeter, Kevin Tellor. Motion carried unanimously.
- Motion to approve the February 2022 transfers of Social Security = \$1843.54, IMRF = \$1,809.78, Building = \$2,894.48, Insurance = \$1,842.92, and Audit = \$0: made by David Boduch and seconded by Kevin Tellor. Roll Call: Kathy Dortch, David Boduch, David Klingensmith, Cody Jeter, Kevin Tellor. Motion carried unanimously.

Finance Committee – David Boduch

- No Report

Personnel Committee – Cody Jeter

- Discussion of March 9 meeting.

Building Committee – David Klingensmith

- No report

Unfinished Business –

- FY 2022-2023 Budgets
 - Operations Budget
 - Motion to approve FY 2022-2023 Operations Budget made by David Boduch and seconded by David Klingensmith. Roll Call: Kathy Dortch, David Boduch, David Klingensmith, Kevin Tellor, Cody Jeter. Motion carried with one abstention.
 - Personnel Budget

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday April 19, 2022 at 7:00 p.m.**

- Motion to approve FY 2022-2023 Personnel Budget made by David Boduch and seconded by Kevin Tellor. Roll Call: Kathy Dortch, David Boduch, David Klingensmith, Kevin Tellor, Cody Jeter. Motion carried with one abstention.

New Business –

- Increase in Monthly Lazerware Costs
 - Motion to approve increase of monthly cost from Lazerware to \$106.00 for the remainder of fiscal year made by Kevin Tellor and seconded by David Boduch. Roll Call: Kathy Dortch, David Boduch, David Klingensmith, Kevin Tellor, Cody Jeter. Motion carried unanimously.
- Exhaust Fan Replacement
 - Motion to approve exhaust fan replacement for \$500 made by David Boduch and seconded by Kevin Tellor. Roll Call: Kathy Dortch, David Boduch, David Klingensmith, Kevin Tellor, Cody Jeter. Motion carried unanimously.
- Special Hours for Polling on June 28, 2022.
 - Motion to approve special election hours on June 28, 2022 made by David Boduch and seconded by Kevin Tellor. Motion carried unanimously.
- General Policy Review
 - Computer Use Policy*
 - Internet Policy*
 - Laptop Checkout Policy*
 - Social Network Policy
 - 3-D Printing Policy
 - Mobile Hotspot Policy
 - Photocopy Machine Policy*
 - Copyright Restrictions section removed
 - Banking Policy
 - Petty Cash Policy*
 - Change Petty Cash policy to once fiscally
 - Purchasing Policy*
 - Credit Card Policy
 - Credit Card Machine Security Policy
 - Non-Funding Clause Policy
 - Motion to approve updated General Policy Review made by Kevin Tellor and seconded by David Boduch. M

Topics for Future Discussion –

- Change time of Library Board Meeting.
- Roof replacement.

Adjournment –

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday April 19, 2022 at 7:00 p.m.**

Motion to adjourn the meeting at 8:11. Motion made by Kevin Tellor and seconded by David Boduch. Motion carried unanimously.

Date for next Regular Meeting – April 9, 2022

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday May 17, 2022 at 7:00 p.m.**

Call to Order: 7:02

Roll Call: Kathy Dortch, David Boduch, David Klingensmith, Cody Jeter, Kevin Tellor, Marcella Starck, Carrie Smith (arrived at 7:12)

Absent with Notice:

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 – The Edwardsville Intelligencer provided a list of our events throughout May 2022 in their Our Neighbor section.

Treasurer’s Report – David Boduch

- Motion to approve the February 2022 Financials of \$41, 857.99 made by David Boduch and seconded by David Klingensmith. Roll Call: Kathy Dortch, David Boduch, David Klingensmith, Cody Jeter, Kevin Tellor, Marcella Starck. Motion carried unanimously.
- Motion to approve the February 2022 transfers of Social Security = \$1817. 94, IMRF = \$1,784.79, Building = \$4,136.22, Insurance = \$1,132.68, and Audit = \$0: made by David Boduch and seconded by Kevin Tellor. Roll Call: Kathy Dortch, David Boduch, David Klingensmith, Cody Jeter, Kevin Tellor, Marcella Starck. Motion carried unanimously.

Finance Committee – David Boduch

- No Report

Personnel Committee – Cody Jeter

- No Report

Building Committee – David Klingensmith

- No report

Unfinished Business –

New Business –

- 2022-23 Nonresident Fee
 - Motion to approve 2022-2023 Nonresident Fee made by David Boduch and seconded by Marcella Starck. Motion carried unanimously.
- Photography and Videography Policy

Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday May 17, 2022 at 7:00 p.m.

- Motion to approve 2022-2023 Photography and Videography Policy made by David Klingensmith and seconded by Kevin Tellor. Motion carried unanimously.

Topics for Future Discussion –

- Moving Phone Lines to VoIP
- Quote from Henderson to prepare Bid Package for Carpet
- Quote from Henderson to prepare Bid Package for Roof
- Accountant
- Change of Meeting Time to 6:00 p.m.

Adjournment –

Motion to adjourn the meeting at 8:01. Motion made by Kevin Tellor and seconded by David Boduch. Motion carried unanimously.

Date for next Regular Meeting – June 21, 2022

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday June 21, 2022 at 7:00 p.m.**

Call to Order: 7:01

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

Absent with Notice: Kathy Dortch, David Boduch

Recognition of Proposed Girl Scout Gold Award Project by Lindsay Lankford

Youth Department Response by Youth Director Aimee Villet

Visitors:

Community who commented to board: Beverly Holdman, Mary Beth Andrews, Georgia Yost, Ashley Stewart, Erica Kohoutek, Michele Jode, James Wells, Katie Mondy Hughes, Bruce Kuettie, Karen Mitchell, Eric Voeghin, Leo Murphy.

Christine Gerrish (Director)

Consent Agenda:

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

Communications – The Edwardsville Intelligencer provided list of the event the library offered in June

Treasurer's Report – David Boduch

- Motion to approve the May 2022 Financials of \$ 58, 077.12 made by Cody Jeter and seconded by -----. Roll Call: David Klingensmith, Cody Jeter, Kevin Tellor, Marcella Starck, Carrie Smith. Motion carried unanimously.
- Motion to approve the May 2022 transfers of Social Security = \$1,818.39, IMRF = \$1,785.26, Building = \$5,696.46, Insurance = \$1,175.44, and Audit = \$0 made by David Klingensmith and seconded by Kevin Tellor. Roll Call: David Klingensmith, Cody Jeter, Kevin Tellor, Marcella Starck, Carrie Smith. Motion carried unanimously.

Finance Committee – David Boduch

- No Report

Personnel Committee – Cody Jeter

- No Report

Building Committee – David Klingensmith

- No report

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday June 21, 2022 at 7:00 p.m.**

Unfinished Business –

New Business –

- Ordinance 22-2 - Building and Maintenance Tax
 - Motion to approve Ordinance 22-2 - Building and Maintenance Tax made by David Klingensmith and seconded by Cody Jeter. Roll call: David Klingensmith, Cody Jeter, Kevin Tellor, Marcella Starck, Carrie Smith. Motion carried unanimously.
- Girl Scout Gold Award Project by Lindsay Lankford
 - Motion to approve Girl Scout Gold Award Project made by David Klingensmith and seconded by Kevin Tellor. Motion carried unanimously.
- Approve Quote for Updated Switch and Firewall from Lazerware for \$2,470.53
 - Motion to approve quote for updated switch and firewall from Lazerware made by Kevin Tellor and seconded by Carrie Smith. Roll Call: David Klingensmith, Cody Jeter, Kevin Tellor, Marcella Starck, Carrie Smith. Motion carried unanimously.
- Changing Meeting Time to 6:00 p.m.
 - Motion to approve changing meeting time to 6:00 p.m. starting July 19, 2022 made by Kevin Tellor and seconded by Carrie Smith. Motion carried unanimously.

Topics for Future Discussion –

- Moving Phone Lines to VoIP
- Quote from Henderson to prepare Bid Package for Carpet
- Quote from Henderson to prepare Bid Package for Roof
- Accountant

Adjournment –

Motion to adjourn the meeting at 8:15. Motion made by Kevin Tellor and seconded by Carrie Smith. Motion carried unanimously.

Date for next Regular Meeting – July 19, 2022

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday July 19, 2022 at 6:00 p.m.**

Call to Order: 6:04

Roll Call: David Klingensmith, Cody Jeter, David Boduch, Marcella Starck, Carrie Smith

Absent with Notice: Kathy Dortch, Kevin Tellor

Visitors: Catherine Mikolay

Christine Gerrish (Director)

Consent Agenda:

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

Communications – Present with per capita from Illinois Secretary of State office. Letter from Delta Kappa Gamma with donation. Mary Kathryn Sedlacek left her book collection to the library in her will. First Mid Bank trust sent a letter explaining that our safekeeping service was moving to First Horizon.

Treasurer’s Report – David Boduch

- Motion to approve the June 2022 Financials of \$53,056.32 made by David Boduch and seconded by David Klingensmith. Roll Call: David Klingensmith, Cody Jeter, David Boduch, Marcella Starck, Carrie Smith. Motion carried unanimously.
- Motion to approve the June 2022 transfers of Social Security = \$1821.74, IMRF = \$1,788.56, Building = \$3424.48, Insurance = \$1,966.77, and Audit = \$0 made by David Boduch and seconded by Cody Jeter. Roll Call: David Klingensmith, Cody Jeter, David Boduch, Marcella Starck, Carrie Smith. Motion carried unanimously.

Finance Committee – David Boduch

- Committee noticed a slight decrease in payments over FY 21 versus FY 20 and will monitor change

Personnel Committee – Cody Jeter

- Cody and Carrie will meet to discuss director evaluations

Building Committee – David Klingensmith

- Proposal from Henderson Co. was sent.

Unfinished Business –

- Moving Phone Lines to VoIP
- Quote from Henderson to prepare Bid Package for Carpet

Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday July 19, 2022 at 6:00 p.m.

- Quote from Henderson to prepare Bid Package for Roof

New Business –

- Review Accountant Proposals from West & Co. for \$1,100.00 and Thompson & Flaherty for estimated \$900.00, Billed Monthly, and Approve Winning Proposal
 - Motion to approve Thompson and Flaherty proposal if rate is fixed for a year made by David Boduch and seconded by David Klingensmith. Roll Call: David Klingensmith, Cody Jeter, David Boduch, Marcella Starck, Carrie Smith
- Semiannual Review of Closed Meeting Minutes
 - Motion to keep minutes closed made by David Boduch and seconded by Carrie Smith. Motion carried unanimously.

Topics for Future Discussion –

Adjournment –

Motion to adjourn the meeting at 6:55. Motion made by David Boduch and seconded by Carrie Smith. Motion carried unanimously.

Date for next Regular Meeting – August 16, 2022

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday August 16, 2022 at 6:00 p.m.**

Call to Order: 6:0

Roll Call: Kevin Tellor, Marcella Starck, David Boduch, Cody Jeter and Kathy Dortch

Absent with Notice: Carrie Smith and David Klingensmith 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 Marcella Starck. Motion carried unanimously.

Communications – The Edwardsville Intelligencer promoted a number of events the library held last month. The Intelligencer also ran an article written by Director Christine Gerrish about weeding in libraries.

Treasurer’s Report – David Boduch

- Motion to approve the July 2022 Financials of \$63,714.90 made by David Boduch and seconded by Cody Jeter. Roll Call: Kevin Tellor, Marcella Starck, David Boduch, Cody Jeter and Kathy Dortch. Motion carried unanimously.

Finance Committee – David Boduch

- No Report

Personnel Committee – Cody Jeter

- Discussion of Director’s evaluation.

Building Committee – David Klingensmith

- No Report

Unfinished Business –

- End Lease on Fire Panels with George Alarm.
 - Motion to approve ending the lease made by Kevin Tellor and seconded by Marcella Starck. Roll Call: Kevin Tellor, Marcella Starck, David Boduch, Cody Jeter and Kathy Dortch. Motion carried unanimously.
- Approve Quotes from Henderson to Manage Projects to Replace Flooring for \$10,500.00, and Roof for \$18,000.00
 - Motion to approve Henderson quotes made by David Boduch and seconded by Kevin Tellor. Roll Call: Kevin Tellor, Marcella Starck, David Boduch, Cody Jeter and Kathy Dortch. Motion carried unanimously.

New Business –

- 22-3 FY 2021-2022 Budget and Appropriation Ordinance – First Reading

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday August 16, 2022 at 6:00 p.m.**

- Illinois Public Library Annual Report 2021-2022
 - Motion to approve made by David Boduch and seconded by Kevin Tellor. Motion carried unanimously.

Topics for Future Discussion –

- July 2022 Transfers
- Move Phone Lines to Snapcom VoIP for up to \$210.00 per Month with an Initial Purchase of Equipment for up to \$700.00
- Move Phone Lines to Snapcom VoIP for up to \$210.00 per Month with an Initial Purchase of Equipment for up to \$700.00.
- Move security system monitoring to George Alarm for \$29.00 per month with a \$95.00 installation fee.
- Move fire monitoring with George Alarm to Cellular Service for \$70.81 per month with a \$249.00 Installation Fee.

Adjournment –

Motion to adjourn the meeting at 7:03 made by Kevin Tellor and seconded by David Boduch. Motion carried unanimously.

Date for next Regular Meeting – August 16, 2022

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday September 20, 2022 at 6:00 p.m.**

Call to Order for Public Hearing on 22-3 FY 2022-2023 Budget & Appropriation Ordinance: 6:02
Public Meeting adjourned at 6:03 with no public comment

Call to Order: 6:04

Roll Call: David Klingensmith, Kevin Tellor, Marcella Starck, Carrie Smith, David Boduch

Absent with Notice: Kathy Dortch, Cody Jeter

Christine Gerrish (Director)

Presentation of Annual Audit by Kevin Tepen

Consent Agenda:

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

Communications – The Edwardsville Intelligencer provided list of the event the library offered in September, card from Refuge counseling services.

Treasurer's Report – David Boduch

- Motion to approve the August 2022 Financials of \$ 52,261.81 made by David Boduch and seconded by Carrie Smith. Roll Call: David Klingensmith, Kevin Tellor, Marcella Starck, Carrie Smith, David Boduch Motion carried unanimously.
- Motion to approve the July 2022 transfers of Social Security = \$2,344.37, IMRF = \$2,588.59, Building = \$1,448.12, Insurance = \$1,028.06, and Audit = \$0 made by David Boduch and seconded by Kevin Tellor. Roll Call: David Klingensmith, Kevin Tellor, Marcella Starck, Carrie Smith, David Boduch. Motion carried unanimously.

Finance Committee – David Boduch

- No Report

Personnel Committee – Cody Jeter

- No Report

Building Committee – David Klingensmith

- No report

Unfinished Business –

- FY 2021-2022 Budget and Appropriation Ordinance –
 - Motion to approve Ordinance 22-3 - FY 2021-2022 Budget and Appropriation Ordinance made by David Boduch and seconded by Kevin Tellor. Roll call: David

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday September 20, 2022 at 6:00 p.m.**

Klingensmith, Kevin Tellor, Marcella Starck, Carrie Smith, David Boduch. Motion carried unanimously.

New Business –

- Special Hours for Polling
 - Motion made by Kevin Tellor and seconded by David Boduch to approve opening the library at 6:00 a.m. for the purpose of local, state, and federal elections run by the Illinois State Board of Elections. Motion carried unanimously.
- Closing the Library on January 6, 2023 for Staff Development Day
 - Motion made by David Boduch and seconded by Carrie Smith to approve the closure of the library on January 6, 2023, for a staff development day. Roll call: David Klingensmith, Kevin Tellor, Marcella Starck, Carrie Smith, David Boduch. Motion carried unanimously.
- Amend Bereavement Policy to Include 10 Unpaid Days
 - Motion made by Kevin Tellor and seconded by David Boduch to approve the amended Bereavement Policy to include 3 days of paid leave and up to 7 days of unpaid leave within a period of 60 days. Roll call: David Klingensmith, Kevin Tellor, Marcella Starck, Carrie Smith, David Boduch. Motion carried unanimously.
- Approve 2021-2022 Audit
 - Motion made by David Klingensmith and seconded by David Boduch to accept the 2021-2022 Audit as presented by Kevin Tepin of CJ Schlosser. Motion carried unanimously.

Topics for Future Discussion –

- Moving Phone Lines to VoIP

Adjournment –

Motion to adjourn the meeting at 7:06. Motion made by Kevin Tellor and seconded by David Boduch. Motion carried unanimously.

Date for next Regular Meeting – October 18, 2022

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday, October 18, 2022 at 6:00 p.m.**

Call to Order: 6:03

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

Absent with Notice: Carrie Smith

Visitors:

Christine Gerrish (Director)

Consent Agenda:

- Motion to approve the identified documents contained within the consent agenda made and a correction to the September 2022 minutes by David Boduch and seconded Kevin Tellor. Motion carried with one abstention.

Communications –

Treasurer’s Report – David Boduch

- Motion to approve the August, 2022 Transfers of Social Security= \$2036.57, IMRF = \$1203.78, Building = \$7,329.75, Insurance = \$947.44, and Audit = \$0 made by David Boduch and seconded by Marcella. Roll Call: David Boduch, Kathy Dortch, David Klingensmith, Cody Jeter, Marcella Starck, Kevin Tellor. Motion carried unanimously

Finance Committee – David Boduch

- No Report

Personnel Committee – Cody Jeter

- Carrie and Cody had a brainstorming meeting on October 5 to discuss changes to the Director Evaluation Survey

Building Committee – David Klingensmith

- Meet with the architect about the carpeting in the library.

Unfinished Business –

New Business –

- 22-4 Tax Levy Ordinance
 - Motion to approve 22-4 Tax Levy Ordinance made by David Boduch and seconded by Marcella Starck. Roll Call: David Boduch, David Klingensmith, Marcella Starck, Kevin Tellor. Motion carried with two abstentions.
- Board Review and Discussed Illinois Library Standards for Per Capita Grant

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday, October 18, 2022 at 6:00 p.m.**

Topics for Future Discussion –

- Phones
- Building Insurance
- September, 2022 Financials
- September, 2022 Transfers

Adjournment –

Motion to adjourn the meeting at 6:59. Motion made by Kevin Tellor and seconded by Marcella Starck. Motion carried unanimously.

Date for next Regular Meeting – November 15, 2022

**Glen Carbon Centennial Library District
Board Meeting Agenda
Tuesday, December 6, 2022 at 6:00 p.m.
Rescheduled from November 15
Glen Carbon Centennial Library Community Room
198 South Main St.
Glen Carbon, Illinois 62034**

Call to Order: 6:02

Roll Call: Marcella Starck, Dave Boduch, David Klingensmith, Kevin Tellor, Cody Jeter

Absence with Notice: Carrie Smith, Kathy Dortch

Visitors: Martina

Consent Agenda

- Motion to approve consent agenda made by Dave Boduch and seconded by Kevin Tellor. Motion carried unanimously.

Communications - Articles in Edwardsville Intelligencer about tree drive. Illinois Eagle and Belleville New Democrat article about election referendum.

Treasurer's Report – Dave Boduch

- Motion to approve September 2022 financials of \$54,620.29 made by Dave Boduch and seconded by Kevin Tellor. Roll Call: Marcella Starck, Dave Boduch, David Klingensmith, Kevin Tellor & Cody Jeter. Motion carried unanimously.
- Motion to approve September 2022 financials of \$50,688.08 made by Dave Boduch, seconded by David Klingensmith. Roll Call: Marcella Starck, Dave Boduch, David Klingensmith, Kevin Tellor & Cody Jeter. Motion carried unanimously.
- Motion to approve the September 2022 transfers of Social Security = \$2,026.49, IMRF = \$1,687.47, Building = \$6,856.89, Insurance = \$1,402.71, and Audit = \$0 made by Dave Boduch and seconded by David Klingensmith. Roll Call: Marcella Starck, Dave Boduch, David Klingensmith, Kevin Tellor & Cody Jeter. Motion carried unanimously.
- Motion to approve the June 2022 transfers of Social Security = \$2,024.00, IMRF = \$1,685.57, Building = \$4,908.79, Insurance = \$4,855.64, and Audit = \$0 made by Dave Boduch and seconded by Kevin Tellor. Roll Call: Marcella Starck, Dave Boduch, David Klingensmith, Kevin Tellor, & Cody Jeter. Motion carried unanimously.

Finance Committee – David Boduch

- About 70% of the way to the expected property tax collection.

Personnel Committee – Cody Jeter

- Library Director’s Salary 2022-2023 – Closed Discussion Pursuant to Sections 2C1 – Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees.
- Motion to go into closed session made by Cody Jeter and seconded Dave Boduch.
- Motion to leave closed session made by Kevin Tellor and seconded Dave Boduch.
- Director evaluation delayed significantly
 - Motion to authorize a 3% raise Retroactive first week of July made by Dave Boduch, Seconded by David Klingensmith. Roll Call: Marcella Starck, Dave Boduch, David Klingensmith, Kevin Tellor, Cody Jeter and send out the old evaluation tool during the month of December and have the results ready for January Board meeting.

Building Committee – Dave Klingensmith

- Meet with Henderson Associates to look at potential carpet samples.

Unfinished Business –

- Move Phone Lines to Spectrum for \$29.99 from Months 1-12, \$39.99 from months 13-24 and stops at \$49.99 after 2 years with a \$99.00 Installation Fee.
 - Motion to move phone lines to Spectrum made by Kevin Tellor and seconded Dave Boduch. Roll Call: Marcella Starck, Dave Boduch, David Klingensmith, Kevin Tellor, Cody Jeter. Motion carried unanimously.
- Move Fire Monitoring with George Alarm to Cellular Service for \$70.81 per Month with a \$249.00 Installation Fee
 - i. Kevin Tellor, Seconded Dave Boduch. Roll Call: Marcella Starck, Dave Boduch, David Klingensmith, Kevin Tellor, Cody Jeter. Motion carried unanimously.
- Move Security System Monitoring to George Alarm for \$29.00 per Month with a \$95.00 Installation Fee
 - i. Kevin Tellor, Seconded Dave Boduch. Roll Call: Marcella Starck, Dave Boduch, David Klingensmith, Kevin Tellor, Cody Jeter. Motion carried unanimously.

New Business –

- Guardian Insurance Renewal – New Monthly Rate of \$323.26, from \$322.18
 - i. Dave Boduch, Seconded Kevin Tellor. Roll Call: Marcella Starck, Dave Boduch, David Klingensmith, Kevin Tellor, Cody Jeter. Motion carried unanimously.
- Property Tax Abatement for Ameren Lot 1B final Plat of Minor Subdivision of Lot 1 of Bluffview Commerce Park Subdivision for the Village of Glen Carbon.
 - i. Motion to approve property tax abatement made by Dave Boduch and seconded Kevin Tellor. Motion carried unanimously.
- Change in Credit Card Policy to Raise Maximum to be Charged to \$5,000.00 Monthly.
 - i. Motion to change in credit card policy to raise maximum to be charged to \$5,000.00 monthly made by Kevin Tellor and seconded by Dave Boduch.

Roll Call: Marcella Starck, Dave Boduch, David Klingensmith, Kevin Tellor,
Cody Jeter. Motion carried unanimously.

Topics for Future Discussion

- Building Insurance

Adjournment-

- Motion to adjourn at 7:08 made by Kevin Tellor and seconded by Dave Boduch. Motion carried unanimously.
- Date for next Regular Meeting –January 17, 2023