

**Glen Carbon Centennial Library District  
Special Meeting for Building Insurance Minutes  
Tuesday January 10, 2022 at 6:00 p.m.**

Call to Order: 6:01

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

Absent with Notice: Marcella Starck, Carrie Smith

Visitors: David Margherio and Kristen Demarco with State Farm

Christine Gerrish (Director)

Unfinished Business

- Motion to approve the coverage of the building and its contents made by Dave Boduch and seconded by David Klingensmith: Roll Call: David Klingensmith, Cody Jeter, David Boduch, Kathy Dortch, Kevin Tellor.

Adjournment –

Motion to adjourn the meeting at 6:33. Motion made by Kevin Tellor and seconded by Cody Jeter. Motion carried unanimously.

Date for next Regular Meeting – January 17, 2022

**Glen Carbon Centennial Library District  
Board Meeting Minutes  
Tuesday, January 17, 2023 at 6:00 p.m.  
Glen Carbon Centennial Library Community Room  
198 South Main St.  
Glen Carbon, Illinois 62034**

Call to Order: 6:05

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

Absence with Notice: David Boduch, Cody Jeter

Visitors: None

Consent Agenda

- Motion to approve consent agenda made by Kevin Tellor and seconded by Marcella Starck. Motion carried with Kathryn Dortch abstaining.

Communications - Articles in Edwardsville Intelligencer about upcoming programs.

Treasurer's Report – Dave Boduch

- Motion to approve November, 2022 financials of \$58,864.70 made by David Klingensmith and seconded by Kevin Tellor. Roll Call: Marcella Starck, Kevin Tellor, David Klingensmith, Kathryn Dortch, Carrie Smith. Motion carried unanimously.
- Motion to approve the November, 2022 transfers of Social Security = \$2,027.55, IMRF = \$1,690.86, Building = \$5,160.09, Insurance = \$2,093.77, and Audit = \$300.00 made by Dave Boduch and seconded by David Klingensmith. Roll Call: Marcella Starck, Kevin Tellor, David Klingensmith, Kathryn Dortch, Carrie Smith. Motion carried unanimously.
- Motion to approve December, 2022 financials of \$49,795.10 made by David Klingensmith, seconded by Marcella Starck. Roll Call: Marcella Starck, Kevin Tellor, David Klingensmith, Kathryn Dortch, Carrie Smith. Motion carried unanimously.
- Motion to approve the December, 2022 transfers of Social Security = \$3,310.20, IMRF = \$2,588.37, Building = \$4,908.79, Insurance = \$802.39, and Audit = \$0 made by Dave Boduch and seconded by Kevin Tellor. Roll Call: Marcella Starck, Kevin Tellor, David Klingensmith, Kathryn Dortch, Carrie Smith. Motion carried unanimously.

Finance Committee – David Boduch

- No Report

Personnel Committee – Cody Jeter

- No Report

## Building Committee – Dave Klingensmith

- Henderson is working with Hallett on logistics of moving shelving for the carpeting project.

## Unfinished Business –

- No Unfinished Business

## New Business –

- Ordinance 23-1 Library Board Meeting Dates for 2023 – Motion made to approve Ordinance 23-1 by Kevin Tellor and seconded by Carrie Smith. Motion carried unanimously.
- Semiannual Review of Closed Meeting Minutes – Motion to keep all closed minutes closed made by Marcella Starck and seconded by Kevin Tellor. Motion carried unanimously.
- Resolution to Authorize Property Tax Abatement for Ameren Lot 1b Final Plat of Minor Subdivision of Lot 1 of Bluffview Commerce Park Subdivision - Motion made to approve the resolution by Kevin Tellor and seconded by Carrie Smith. Marcella Starck, Kevin Tellor, David Klingensmith, Kathryn Dortch, Carrie Smith. Motion carried unanimously.
- Personnel Policy Review – Motion made to approve changes to the Duties and Responsibilities of Staff Members, Code of Ethics for Library Employees, and Dress Code made by Kevin Tellor and seconded by Carrie Smith. Motion carried unanimously
  - Welcome to the Staff
  - Duties and Responsibilities of All Staff Members
  - Code of Ethics for Library Employees
  - Dress Code
  - Exempt and Non-Exempt Position Policy
  - Grievance Policy
  - Health Insurance
  - Immigration Compliance Policy
  - IMRF-Illinois Municipal Retirement Fund
  - Inclement Weather
  - Meal & Break Policy

## Topics for Future Discussion

- Director's Evaluation
- Budget 2023-2024
- Carpeting Project

## Adjournment-

- Motion to adjourn at 6:33 made by Kevin Tellor and seconded by Carrie Smith. Motion carried unanimously.
- Date for next Regular Meeting –February 21, 2023

**Glen Carbon Centennial Library District  
Board Meeting Minutes  
Tuesday, February 21, 2023 at 6:00 p.m.**

Call to Order: 6:00

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

Absent with Notice:

Visitors: Carla Elliff and Jackie Day

Christine Gerrish (Director)

Consent Agenda:

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

Communications –

Treasurer's Report – David Boduch

- Motion to approve the January, 2023 financials made by David Boduch and seconded by David Klingensmith. Roll Call: David Boduch, Kathy Dortch, David Klingensmith, Cody Jeter, Marcella Starck, Kevin Tellor, Carrie Smith. Motion carried unanimously.
- Motion to approve the January, 2023 transfers of Social Security= \$2041.16, IMRF = \$1,323.57, Building = \$9,785.70, Insurance = \$9,393.04, and Audit = \$4,900.00 made by David Boduch and seconded by Marcella. Roll Call: David Boduch, Kathy Dortch, David Klingensmith, Cody Jeter, Marcella Starck, Kevin Tellor, Carrie Smith. Motion carried unanimously .

Finance Committee – David Boduch

- Discussion of the reserve account analysis.

Personnel Committee – Cody Jeter

- Library Director Evaluation - 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 by David Boduch. Motion carried unanimously.
  - Motion to leave closed session made by Kevin Tellor and seconded by Cody Jeter. Motion carried unanimously.

Building Committee – David Klingensmith

- Discussion of carpeting project
- Discussion of roofing plan

Unfinished Business –

**Glen Carbon Centennial Library District  
Board Meeting Minutes  
Tuesday, February 21, 2023 at 6:00 p.m.**

New Business –

- Change in Regular Meeting Dates
  - Motion to change recurring meeting to fourth tuesday of the month at 6:00pm made by David Boduch and seconded by Cody Jeter. Motion carried with two abstentions.
- Transfer of unspent funds from FY2021-2022 to Reserve Account
  - Motion to move unspent funds from FY21-22 to reserve account made by David Boduch and 2nd by Marcella Starck. Roll Call: Kathy Dortch, Marcella Starck, Cody Jeter, Kevin Tellor, David Boduch, David Klingensmith, Carrie Smith. Motion carried unanimously .
- Review First Drafts of Operations and Personnel Budgets
- Personnel Policy Review
- Nepotism
- Overtime Pay
- Sexual Harassment Policy
- Family and Medical Leave Act Policy
- Funeral Leave
- Holiday Pay
- Jury Duty
- Personal Leave (Absence without pay)
- Sick Leave
- Vacation Leave
- Vacation Policy
  - Motion to approve the personnel policy with the updates to the sexual harassment and vacation policy made by Kevin Tellor and seconded by David Boduch. Motion carried unanimously.

Topics for Future Discussion –

Adjournment –

Motion to adjourn the meeting at 7:33. Motion made by Kevin Tellor and seconded by Carrie Smith. Motion carried unanimously.

Date for next Regular Meeting – March 21, 2023

**Glen Carbon Centennial Library District  
Board Meeting Minutes  
Tuesday, March 28, 2023 at 6:00 p.m.**

Call to Order: 6:03

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

Absent with Notice:

Visitors:

Christine Gerrish (Director)

Consent Agenda:

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

Communications –

Monterey Bay Aquarium thanks us for the donation of 28.18 made from purchasing the book Katherine Applegate. Letter to Editor in BND about library board election. List of library events for the month published in Edwardsville Intelligencer.

Treasurer's Report – David Boduch

- Motion to approve the January, 2023 financials of (35,442.66) made by David Boduch and seconded by David Klingensmith. Roll Call: David Boduch, Kathy Dortch, David Klingensmith, Cody Jeter, Marcella Starck, Kevin Tellor, Carrie Smith. Motion carried unanimously.
- Motion to approve the January, 2023 transfers of Social Security= \$1,256.53, IMRF = \$1,305.77, Building = \$3,136.81, Insurance = \$1,554.13, and Audit = \$0 made by David Boduch and seconded by Marcella Starck. Roll Call: David Boduch, Kathy Dortch, David Klingensmith, Cody Jeter, Marcella Starck, Kevin Tellor, Carrie Smith. Motion carried unanimously.

Finance Committee – David Boduch

- No Report

Personnel Committee – Cody Jeter

- Update on Director Evaluation

Building Committee – David Klingensmith

- Attempting to schedule a meeting with Jamie Henderson to work on carpet project.

Unfinished Business –

New Business –

- Review Drafts of Operations and Personnel Budgets

**Glen Carbon Centennial Library District  
Board Meeting Minutes  
Tuesday, March 28, 2023 at 6:00 p.m.**

- Renewal of Employee Health Insurance through United Healthcare
  - Motion to renew the Employee Health Insurance through United Healthcare made by David Boduch and seconded by Carrie Smith. Roll Call: David Boduch, Kathy Dortch, David Klingensmith, Cody Jeter, Marcella Starck, Kevin Tellor, Carrie Smith. Motion carried unanimously.
- Personnel Policy Review
  - In Person Training and Meetings
  - Professional Conferences and Workshop Policy
  - Travel Expense Control Policy
  - Tuition Reimbursement Policy
  - Probationary Period Policy
  - Promotions
  - Staff Performance Evaluation
  - Dismissal Policy
  - Layoff
  - Resignation
  - Motion Approve Personnel Policy Review with the exception of Sick Leave made by David Boduch and seconded by Kevin Tellor. Roll Call: David Boduch, Kathy Dortch, David Klingensmith, Cody Jeter, Marcella Starck, Kevin Tellor, Carrie Smith. Motion carried unanimously.

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Topics for Future Discussion –

- Personnel Policy Review
  - Sick Leave

Adjournment –

Motion to adjourn the meeting at 7:05. Motion made by Kevin Tellor and seconded by David Boduch. Motion carried unanimously.

Date for next Regular Meeting – April 25, 2023

**Glen Carbon Centennial Library District  
Board Meeting Minutes  
Tuesday, April 25, 2023 at 6:00 p.m.**

Call to Order: 6:02

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

Absent with Notice: Kathy Dortch, David Klingensmith left at 6:32

Visitors: Carla Elliff

Christine Gerrish (Director)

Consent Agenda:

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

Communications –

Library events promoted in the Edwardsville Intelligencer and Belleville New Democrat.

Treasurer's Report – David Boduch

- Motion to approve the March, 2023 financials of (36,304.38) made by David Boduch and seconded by David Klingensmith. Roll Call: Cody Jeter, David Boduch, Marcella Starck, Kevin Tellor, David Klingensmith, Carrie Smith. Motion passes unanimously
- Motion to approve the April, 2023 transfers of Social Security= \$1,997.38, IMRF = \$1,295.92, Building = \$2,799.81, Insurance = \$1,524.48, and Audit = \$0 made by David Boduch and seconded by Marcella. Roll Call: Cody Jeter, David Boduch, Marcella Starck, Kevin Tellor, David Klingensmith, Carrie Smith. Motion passes unanimously

Finance Committee – David Boduch

- No Report

Personnel Committee – Cody Jeter

- Update on Director's Evaluation

Building Committee – David Klingensmith

- Discussion of carpeting project

Unfinished Business –

- Sick Leave Policy
  - Motion to approve Sick Leave Policy made by Marcella Starck and seconded by David Boduch. Motion passes unanimously.
- Review Drafts of Operations Budget



**Glen Carbon Centennial Library District  
Board Meeting Minutes  
Tuesday, April 25, 2023 at 6:00 p.m.**

New Business –

- Appointment of Interim President and Vice President
  - Motion to nominate David Klingensmith as Interim President made by Kevin Tellor and seconded by Carrie Smith. Motion passes unanimously.
  - Motion to nominate Carrie Smith as Interim Vice President made by Kevin Tellor and seconded by Cody Jeter. Motion passes unanimously.
- Annexation of Gloria Place Lot 1
  - Motion to annex Gloria Place Lot 1 made by David Boduch and seconded by Kevin Tellor. Roll Call: Cody Jeter, David Boduch, Marcella Starck, Kevin Tellor, Carrie Smith. Motion passes unanimously.
- Teen Study Room Mural
  - Motion to approve murals B,C and D in the teen room, reserving the issues of wall A for future discussion, made by David Boduch and seconded by Carrie Smith. Motion carried with one opposed.
- Homecoming 2023
  - Motion to approve that the Library will be closed Wednesday-Sunday, June 15-19 for the Glen Carbon Homecoming. Staff will be paid for their regular hours if they work the library's booth for two hours during Homecoming. made by Carrie Smith and seconded by David Boduch. Roll: Cody Jeter, David Boduch, Marcella Starck, Kevin Tellor, Carrie Smith.

Topics for Future Discussion –

Adjournment –

Motion to adjourn the meeting at 7:19. Motion made by David Boduch and seconded by Marcella Starck. Motion carried unanimously.

Date for next Regular Meeting – May 23, 2023

**Glen Carbon Centennial Library District  
Board Meeting Minutes  
Tuesday, May 23, 2023 at 6:00 p.m.  
Glen Carbon Centennial Library Community Room  
198 South Main St.  
Glen Carbon, Illinois 62034**

Call to Order: 6:01

Decennial Committee Meeting

- Start: 6:05
- Roll Call: Kathy Dortch, Ashley Walden, David Boduch, Jackie Day, Carla Elliff, Cody Jeter, David Klingensmith, Kevin Tellor, Carrie Smith
- Meeting 2- November 2023
- Meeting 3- May 2024
- Adjournment- 6:24 p.m.

Roll Call: David Boduch, Jackie Day, Carla Elliff, Cody Jeter, David Klingensmith, Kevin Tellor, Carrie Smith

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 by David Boduch. Motion carried unanimously.

Communications – FOIA request. Postings about library events in Bel

Treasurer’s Report – David Boduch

- Motion to approve the April, 2023 financials of (43,067.96) made by David Boduch and seconded by Jackie Day. Roll Call: David Boduch, Jackie Day, Carla Elliff, Cody Jeter, David Klingensmith, Kevin Tellor, Carrie Smith. Motion carried unanimously.
- Motion to approve the April, 2023 transfers of Social Security= \$2,038.74, IMRF = \$1,405.47, Building = \$2,412.96, Insurance = \$1,367.32, and Audit = \$0 made by David Boduch and seconded by Carla Elliff. Roll Call: David Boduch, Jackie Day, Carla Elliff, Cody Jeter, David Klingensmith, Kevin Tellor, Carrie Smith. Motion carried unanimously.

Finance Committee – David Boduch

- Update on upcoming activities of the finance committee

#### Personnel Committee – Cody Jeter

- Update on Director’s Evaluation and Salary for 2023-2024
  - Motion to go into closed session at 6:45pm made by Cody Jeter and seconded by David Boduch. Motion carried unanimously.
  - Motion to exit closed session at 7:16 made by Cody Jeter and seconded by Kevin Tellor. Motion carried unanimously.
  - Motion to approve a 6% raise for Library Director in the FY 2023-24 Personnel Budget made by Cody Jeter and seconded by Roll Call: David Boduch, Jackie Day, Carla Elliff, Cody Jeter, David Klingensmith, Kevin Tellor, Carrie Smith. Motion carried unanimously.

#### Building Committee – David Klingensmith

- Discussion of two bid documents for carpeting project.

#### Unfinished Business –

- FY 2023-24 Operations Budget
  - Motion to approve FY 2023-24 Operations Budget in amount of \$829,130 made by David Boduch and seconded by Jackie Day. Roll Call: David Boduch, Jackie Day, Carla Elliff, Cody Jeter, David Klingensmith, Kevin Tellor, Carrie Smith. Motion carried unanimously.
- Teen Study Room Mural Wall A Design
  - Motion to approve Wall A of teen study room mural made by David Boduch and seconded by Carla Elliff. Motion carried unanimously.

#### New Business –

- Possibly Close Library on April 8, 2024 due to low staffing
- Add Edwardsville Museum Pass to Loan Policy
  - Motion to add Edwardsville Museum Pass and hot spots to the Express Shelf portion of the Loan Policy made by David Klingensmith and seconded Jackie Day. Motion carried unanimously.
- Nonresident Fee for FY 2023-24
  - Motion to approve 0.1681 nonresident fee for FY 2023-24 made by David Boduch and seconded by Carla Elliff Roll Call: David Boduch, Jackie Day, Carla Elliff, Cody Jeter, David Klingensmith, Kevin Tellor, Carrie Smith. Motion carried unanimously.

#### Topics for Future Discussion

- FY 2023-24 Personnel Budget
- Discussion of adding a potential administrative assistant to the FY 2023-24 personnel budget.

#### Adjournment –

Motion to adjourn the meeting at 7:54pm. Motion made by Kevin Tellor and seconded by Carla Elliff. Motion carried unanimously.

Date for next Regular Meeting – June 27, 2023

**Glen Carbon Centennial Library District**  
**Board Meeting Minutes**  
**Tuesday, May 30, 2023 at 6:00 p.m.**  
**Glen Carbon Centennial Library Community Room**  
**198 South Main St.**  
**Glen Carbon, Illinois 62034**

- I. Call to Order and Roll Call – David Klingensmith, Carrie Smith, Jacqueline Day, Carla Elliff, Kevin Tellor
- II. Recognition of Visitors and Public Comment – Christine Gerrish (Library Director), Jaime Henderson (Architect)
- III. Review and Approve bids for Flooring Replacement – The library received two bids for the flooring replacement project. The low bidder was Tiles in Style with a bid of \$114,090.69 and the other bidder was Gould Flooring Services for \$117,800.00. Since Tiles in Style quoted testing the moisture in the concrete at \$1500.00 per test, and since the testing was not in the bid package, SCI Engineering, a third party, would be able to do all of the testing for \$3000. Due to flooring space, we will require 10-18 tests.
  - Motion by David Klingensmith, second by Carla Elliff - to approve Tiles in Style's bid for \$114,090.69 subject to the condition that they accept testing done by SCI Engineering. Roll Call: Yes - David Klingensmith, Carrie Smith, Jacqueline Day, Carla Elliff, Kevin Tellor; No – None.
  - Motion by Kevin Tellor, second by Jacqueline Day to approve testing by SCI Engineering for up to \$3000. Roll Call: Yes - David Klingensmith, Carrie Smith, Jacqueline Day, Carla Elliff, Kevin Tellor; No – None.
- IV. Adjournment – Motion made by Kevin Tellor, seconded by Jacqueline Day, passed unanimously  
Date for next Regular Meeting – June 27, 2023

**Glen Carbon Centennial Library District  
Board Meeting Minutes  
Tuesday, June 27, 2023 at 6:00 p.m.  
Glen Carbon Centennial Library Community Room  
198 South Main St.  
Glen Carbon, Illinois 62034**

Call to Order: 6:01

Roll Call: Jackie Day, Carla Elliff, David Klingensmith, Kevin Tellor

Absent with Notice: David Boduch, Carrie Smith, Cody Jeter

Visitors: 2 members of the public, no public comment

Christine Gerrish (Director)

Consent Agenda:

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

Communications – Per Capita Grant Approval letter and event postings in the Edwardsville Intelligencer

Treasurer’s Report – David Boduch

- Motion to approve the May, 2023 financials of (58,953.33) made by David Boduch and seconded by Jackie Day. Roll Call: Jackie Day, Carla Elliff, David Klingensmith, Kevin Tellor. Motion carried unanimously.
- Motion to approve the May, 2023 transfers of Social Security= \$2,029.92, IMRF = \$1,232.88, Building = \$5,037.85, Insurance = \$857.00, and Audit = \$0 made by Kevin Tellor and seconded by Carla Elliff. Roll Call: Jackie Day, Carla Elliff, David Klingensmith, Kevin Tellor. Motion carried unanimously.

Finance Committee – David Boduch

- None

Personnel Committee – Cody Jeter

- None

Building Committee – David Klingensmith

- The testing done by SCI was discussed with several tests coming back with readings over 95% relative humidity.
  - Motion to approve \$500.00 over the initial \$3,000.00 for relative humidity testing made by David Klingensmith and seconded by Carla Elliff. Roll Call: Jackie Day, Carla Elliff, David Klingensmith, Kevin Tellor. Motion carried unanimously.

- Motion to approve \$3,000.00 for vapor emissions testing by SCI made by Kevin Tellor and seconded by David Klingensmith. Roll Call: Jackie Day, Carla Elliff, David Klingensmith, Kevin Tellor. Motion carried unanimously.

#### Unfinished Business –

- FY 2023-2024 Personnel Budget – The personnel budget was reviewed and a motion was made to approve the personnel budget in the amount of \$489,269.97 by Jackie Day and seconded by Carla Elliff. Roll Call: Jackie Day, Carla Elliff, David Klingensmith, Kevin Tellor. Motion carried unanimously.
- Rescind 23-2 Ordinance Annexing Territory – The owner of the property to be annexed changed the boundaries and the original ordinance did not have the complete legal description needed by the Madison County Clerk. A motion was made to rescind Ordinance 23-2 Annexing Property by Kevin Tellor and seconded by David Klingensmith. Roll Call: Jackie Day, Carla Elliff, David Klingensmith, Kevin Tellor. Motion carried unanimously.

#### New Business –

- 23-2 Ordinance Annexing Territory – Motion to approve the amended ordinance to annex territory in Gloria Place made by Kevin Tellor and seconded by Carla Elliff. Roll Call: Jackie Day, Carla Elliff, David Klingensmith, Kevin Tellor. Motion carried unanimously.
- 23-3 Building and Maintenance Tax Ordinance – Motion to pass Ordinance 23-3 to set a tax rate of 0.02% for the purpose of building and maintenance expenses made by Jackie Day and seconded by Carla Elliff. Roll Call: Jackie Day, Carla Elliff, David Klingensmith, Kevin Tellor. Motion carried unanimously.
- Administrative Assistant/Bookkeeper Position – The job description of the new Administrative Assistant/Bookkeeper position was discussed with part of the cost of the position coming from moving accounting in-house to this position. Motion to approve the job description of Administrative Assistant/Bookkeeper for an average of 20 hours per week made by Kevin Tellor and seconded by Jackie Day. Motion carried unanimously.
- Election of Officers – Motion made by Kevin Tellor, seconded by Jackie Day, and carried unanimously to accept the slate of officers as presented:
  - President – David Klingensmith
  - Vice-President – Carrie Smith
  - Treasurer – David Boduch
  - Secretary – Cody Jeter
- Committee Assignments – Committee assignments were postponed until the July meeting.

#### Topics for Future Discussion

#### Adjournment –

Motion to adjourn the meeting at 6:55pm made by Kevin Tellor and seconded by Jackie Day.  
Motion carried unanimously.

Date for next Regular Meeting – July 23, 2023



**Glen Carbon Centennial Library District  
Board Meeting Minutes  
Tuesday, June 27, 2023 at 6:00 p.m.**

Call to Order: 6:00

Roll Call: David Boduch, Carla Elliff, Cody Jeter, David Klingensmith, Kevin Tellor, Carrie Smith

Absent with Notice: Jackie Day

Visitors: Jamie Henderson, Justin Mayo

Christine Gerrish (Director)

Update to Flooring Project

- Motion to approve Jamie Henderson to issue a Notice to Proceed with Tiles in Style to replace current flooring with all Tarkett products and using the Tarkett tape adhesive. Installation to be completed November 6-17, 2023, with a drop dead date of December 1, 2023. Motion made by David Klingensmith Seconded by Carrie Smith. Motion carried unanimously.

Consent Agenda:

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

Communications –

Treasurer's Report – David Boduch

- Motion to approve the June, 2023 financials of (43,232.74) made by David Boduch and seconded by Carla Elliff. Roll Call: David Boduch, Carla Elliff, Cody Jeter, David Klingensmith, Kevin Tellor, Carrie Smith. Motion carried unanimously.
- Motion to approve the June, 2023 transfers of Social Security= \$3,020.74, IMRF = \$1,958.94, Building = \$1,381.22, Insurance = \$2,592.78, and Audit = \$0 made by David Boduch and seconded by Kevin Tellor. Roll Call: David Boduch, Carla Elliff, Cody Jeter, David Klingensmith, Kevin Tellor, Carrie Smith. Motion carried unanimously.

Finance Committee – David Boduch

- Incoming tax payment of \$700,000

Personnel Committee – Cody Jeter

- Update on the administrative assistant position.

Building Committee – David Klingensmith

- No Report

Unfinished Business –

- Committee Assignments

**Glen Carbon Centennial Library District**  
**Board Meeting Minutes**  
**Tuesday, June 27, 2023 at 6:00 p.m.**

- Motion to assign Cody Jeter and Carrie Smith to personnel committee, David Boduch and Carla Elliff to the Finance Committee and Jackie Day and Kevin Tellor to the Building Committee made by Carla Elliff and seconded by David Boduch. Motion carried unanimously.

New Business –

- Motion to keep the closed minutes closed made by David Boduch and seconded by Carla Elliff. Motion carried unanimously.
- IPLAR Review
- Motion to approve changes to Holiday Pay Policy made by David Boduch and seconded by Cody Jeter. Motion carried unanimously.

Topics for Future Discussion

- Strategic Plan
- Begin B & A Ordinance Review

Adjournment –

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

Date for next Regular Meeting – August 22, 2023

**Glen Carbon Centennial Library District  
Board Meeting Agenda  
Tuesday, August 22, 2023 at 6:00 p.m.  
Glen Carbon Centennial Library Conference Room  
198 South Main St.  
Glen Carbon, Illinois 62034**

Call to Order at 6:00

Roll Call - David Klingensmith, Carla Elliff, Kevin Tellor, Carrie Smith, David Boduch. Not Present Jackie Day with notice.

Visitors – Justin with Worksite Advantage.

Justin with Worksite Advantage here to offer the team additional benefits that the library will not be responsible for. Set up time to come back to meet with everyone individually. Board approved.

Consent Agenda - Motion to approve the consent agenda made by David Boduch seconded by Kevin Tellor, motion carried unanimously.

1. Director's Report – Christine Gerrish
2. Reports of Youth Services and Circulation
3. Approval of Board minutes:
  - 7/25/23

Correspondence and Communications - Article in Edwardsville Intelligencer, written by Lauren Bruss.

Treasurer's Report

- Motion to approve the July, 2023 financials of (\$39,065.57) made by David Boduch and seconded by Carla Elliff. Roll Call: Carla Elliff, David Klingensmith, Kevin Tellor, Carrie Smith, David Boduch. Motion carried unanimously.
- Motion to approve the May, 2023 transfers of Social Security= \$2146.19, IMRF = \$1392.60, Building = \$158.31, Insurance = \$1,291.51, and Audit = \$0 made by David Boduch and seconded by Kevin Tellor. Roll Call: Carla Elliff, David Klingensmith, Kevin Tellor, Carrie Smith, David Boduch. Motion carried unanimously.
- Motion to approve the transfer of \$95,368.53 from the General account to the Reserve account for FY 2022-2023 made by David Boduch and seconded by Kevin Tellor. Roll Call: Carla Elliff, David Klingensmith, Kevin Tellor, Carrie Smith, David Boduch. Motion carried unanimously.

IV. Reports of Standing Committees

- Finance Committee – No Report

- Personnel Committee – No Report
- Building Committee –Up date on flooring project. Reworked and reworded flooring project description, Motion to accept revision, unanimously agreed.

V. Unfinished Business – n/a

VI. New Business

- Roofing IR Test - Options for the new roof were discussed, whether to replace the roof or install a new membrane over the existing roof. Consensus was that a new roof replacement would be preferable and that the IR testing would not be necessary. No vote was taken.
- 23-4 B & A Ordinance - First Reading - The Budget and Appropriation ordinance was discussed. The public hearing for the ordinance will be held at the beginning of the September meeting and voting will take place in September.
- Records Disposal Certificate - A motion was made by David Boduch and seconded by Kevin Tellor to approve the records disposal certificate as presented. Motion carried unanimously.
- Disposal of Old Furniture (TVs, stands, play tables, kiosk, old laptops, puppet theater) - A request was made to donate old tvs, tv stands, and unused or out-dated furniture to the Book Drive. A motion was made by Carla Elliff and seconded by Cody Jeter to approve the records disposal of the old furniture. Roll Call: Carla Elliff, David Klingensmith, Kevin Tellor, Carrie Smith, David Boduch. Motion carried unanimously.
- Purchase New Office Furniture - A request was made to have Louer Facility Planning come up with a quote for new furniture to be presented at the September meeting. This would cover furniture for the Director's & Youth Director's office, as well as the desks for the Circulation Manager, Administrative Assistant, and youth staff.

VII. Topics for Future Discussion

VIII. Adjournment - Motion made by David Boduch and seconded by Kevin Tellor. Motion carried unanimously.

**Date for next Regular Meeting – September 24, 2023**

**Glen Carbon Centennial Library District  
Board Meeting Agenda  
Tuesday, September 26, 2023 at 6:00 p.m.  
Glen Carbon Centennial Library Conference Room  
198 South Main St.  
Glen Carbon, Illinois 62034**

Call to Order at 6:00

Roll Call - David Klingensmith, Carla Elliff, Kevin Tellor, Jackie Day, Carrie Smith, David Boduch

Visitors - Kevin Tepen of C. J. Schlosser

Public Hearing for 23-4 Budget & Appropriation Ordinance - Called to order at 6:01 p.m. with no public to comment, adjourned at 6:02 p.m.

Report of Annual Audit by Kevin Tepen

- I. Consent Agenda - Motion to approve the consent agenda sans minutes made by Keven Tellor, seconded by David Boduch, motion carried unanimously. Minutes for August will be presented at the October Library Board meeting.
  - A. Director's Report – Christine Gerrish
  - B. Reports of Youth Services and Circulation
  - C. Approval of Board minutes:
    - 8/22/23 Board Minutes
    - 9/26/23 Board Minutes
- II. Correspondence and Communications - Article on IHLS Library Crawl and program announcements in the Edwardsville Intelligencer.
- III. Treasurer's Report – The Treasurer's Report will be presented at the October Library Board meeting.
  - August, 2023 Financials
  - August, 2023 Transfers
- IV. Reports of Standing Committees
  - Finance Committee – David Boduch presented an analysis of the reserve account considering the upcoming building projects that will be paid out of that account.
  - Personnel Committee – No Report
  - Building Committee – Jackie Day reported that the flooring project was moving forward and specific details would be discussed later in the meeting. She noted that the architect had brought up the issue of adding more insulation to the roof when it is replaced next year and would like cost estimates for increasing the amount of insulation.
- V. Unfinished Business –
  - 23-4 Budget & Appropriation Ordinance was discussed. David Boduch made a motion to approve 23-4 Budget & Appropriation Ordinance, seconded by Carla Elliff. Roll Call - David Klingensmith, Carla Elliff, Kevin Tellor, Jackie Day, Carrie Smith, David Boduch vote yes, no dissenting votes, motion carried.
- VI. New Business –
  - Closing the Library for Flooring Project - The library will be closed October 27-30 as the carpeting project gets underway. Library staff will be paid during the closure. Curbside service will commence on October 31-November 6 as carpeting is being replaced and furniture is moved. The library is scheduled to reopen on November 7 after the project

is complete. Jackie Day made a motion to approve, seconded by David Boduch. Roll Call - David Klingensmith, Carla Elliff, Kevin Tellor, Jackie Day, Carrie Smith, David Boduch vote yes, no dissenting votes, motion carried.

- Movers for Flooring Project Not to Exceed \$2,000.00 - The library will be hiring Two Men and a Truck to move furniture for the carpeting project on October 27 and to move the furniture back on November 6, cost of service not to exceed \$2,000.00. Jackie Day made a motion to approve, seconded by Carla Elliff. Roll Call - David Klingensmith, Carla Elliff, Kevin Tellor, Jackie Day, Carrie Smith, David Boduch vote yes, no dissenting votes, motion carried.
- Purchase New Office Furniture - The furniture quote from Louer Facility Planning was discussed and there are changes that need to be made to the design of some areas. This will be discussed at a future meeting. No action was taken.
- Library Cards Policy Revision - Carla Elliff made the motion to add the requirement of a current, valid, photo ID to the Library Cards Policy, seconded by Carrie Smith. Motion carried unanimously.
- Strategic Plan - David Boduch made the motion to accept the Strategic Plan as presented, seconded by Jackie Day. Motion carried unanimously.
- Aspen Discovery Tool for \$1,000.00 - The library will be participating in the first implementation cohort to add Aspen Discovery to the library catalog to ease discoverability of items at the cost of \$1,000.00 for the first year. Motion made by Kevin Tellor, seconded by Carrie Smith. Roll Call - David Klingensmith, Carla Elliff, Kevin Tellor, Jackie Day, Carrie Smith, David Boduch vote yes, no dissenting votes, motion carried.

VII. Topics for Future Discussion

- Book Drop
- Organization of Library Storage

VIII. Adjournment - Motion made by Kevin Tellor and seconded by Jackie Day. Motion carried unanimously.

Date for next Regular Meeting – October 24, 2023

**Glen Carbon Centennial Library District  
Board Meeting Minutes  
Tuesday, October 24, 2023 at 6:00 p.m.**

**Call to Order:**

Roll Call: David Boduch, Carla Elliff, David Klingensmith, Kevin Tellor, Carrie Smith, Jackie Day

Absent with Notice: Cody Jeter

Visitors:

Betsye Stinson (Circulation Manager)

Consent Agenda:

- Motion to approve the identified documents contained within the consent agenda including August minutes made by Kevin Tellor and seconded by Carla Elliff. Motion carried unanimously.

Communications –

Treasurer’s Report – David Boduch

- All four financial reports will be moved to address in November.

Finance Committee – David Boduch

- N/A

Personnel Committee – Cody Jeter

- Discussed: Administrative Assistant hired in August no longer working at the library

Building Committee – Jackie Day

- Flooring Project- All good and moving forward
- Roofing Project

Unfinished Business –

\* None-

New Business –

- 23-5 Tax Levy Ordinance- Motion to approve 23-5 Tax Levy Ordinance made by David Boduch and seconded by Jackie Day. Roll Call: David Boduch: Yes Carla Elliff: Yes; David Klingensmith: Yes Kevin Tellor: Yes Carrie Smith: Yes Jackie Day: Yes. Motion carried unanimously.
- Lost Items Policy- 6 Months- Motion to approve revisions to the Lost Items Policy - 6 Months postponed to November
- Newsbank Subscription- Motion to approve annual subscription of Newsbank made by Jackie Day and seconded by David Boduch. Roll Call: David Boduch: Yes Carla Elliff: Yes

**Glen Carbon Centennial Library District  
Board Meeting Minutes  
Tuesday, October 24, 2023 at 6:00 p.m.**

David Klingensmith: Yes Kevin Tellor: Yes Carrie Smith: Yes Jackie Day: Yes. Motion carried unanimously.

- HVAC Annual Maintenance- Motion to approve HVAC annual maintenance agreement with Kane Mechanical for \$6,776.00 made by Jackie Day and seconded by Carla Eliff. Roll Call: David Boduch: Yes Carla Elliff: Yes David Klingensmith: Yes Kevin Tellor: Yes Carrie Smith: Yes Jackie Day: Yes. Motion carried unanimously.

Topics for Future Discussion

- Solar Power

Adjournment –

Motion to adjourn the meeting at 7:00pm. Motion made by Kevin Tellor and seconded by David Boduch. Motion carried unanimously.

Date for next Regular Meeting – November 28, 2023



**Glen Carbon Centennial Library District  
Board Meeting Minutes  
Tuesday, November 28, 2023 at 6:00 p.m.**

Decennial Committee Meeting

**Call to Order: 6:01**

Roll Call: David Boduch, Jackie Day, Carla Elliff, Cody Jeter, David Klingensmith, Ashley Walden

- Review of Decennial Committee Report Draft

**Meeting Adjourned: 6:29**

**Call to Order: 6:32 pm**

Roll Call: David Boduch, Jackie Day, Carla Elliff, Cody Jeter, David Klingensmith

Absent with Notice: Kevin Tellor, Carrie Smith

Visitors:

Christine Gerrish (Library Director)

Consent Agenda-

- Motion to approve the identified documents contained within the consent agenda including 10/17/2023 Special Board Meeting Minutes made by David Boduch and seconded by Jackie Day. Motion carried unanimously.

Communications-

- Intelligencer published an article about us reopening, students from the Juvenile Detention Center sent Sam Lego letters thanking her for coming for programming and the Intelligencer posted our monthly events.

Treasurer's Report – David Boduch

- Motion to approve the August, 2023 financials of \$8,418.63 made by David Boduch and seconded by Jackie Day. Roll Call: David Boduch, Jackie Day, Carla Elliff, Cody Jeter, David Klingensmith. Motion carried unanimously.
- Motion to approve the August, 2023 transfers of Social Security= \$2,198.37, IMRF = \$1,301.84, Building = \$11,938.30, Insurance = \$1,641.09, and Audit = \$0 made by David Boduch and seconded by Jackie Day. Roll Call: David Boduch, Jackie Day, Carla Elliff, Cody Jeter, David Klingensmith. Motion carried unanimously.
- Motion to approve the September, 2023 financials of \$56,359.04 made by David Boduch and seconded by Jackie Day. Roll Call: David Boduch, Jackie Day, Carla Elliff, Cody Jeter, David Klingensmith. Motion carried unanimously.
- Motion to approve the September, 2023 transfers of Social Security= \$2,269.36, IMRF = \$0, Building = \$10,970.79, Insurance = \$2,613.81, Audit = \$400.00 and Grants=

**Glen Carbon Centennial Library District  
Board Meeting Minutes  
Tuesday, November 28, 2023 at 6:00 p.m.**

\$18,266.69 made by David Boduch and seconded by Jackie Day. Roll Call: David Boduch, Jackie Day, Carla Elliff, Cody Jeter, David Klingensmith. Motion carried unanimously.

- Motion to approve the October, 2023 financials of \$79,494.09 made by David Boduch and seconded by Jackie Day. Roll Call: David Boduch, Jackie Day, Carla Elliff, Cody Jeter, David Klingensmith. Motion carried unanimously.
- Motion to approve the October, 2023 transfers of Social Security= \$2,271.65, IMRF = \$2,895.38, Building = \$76.99, Insurance = \$1,257.17, Audit = \$0 and Grants= \$0 made by David Boduch and seconded by Jackie Day. Roll Call: David Boduch, Jackie Day, Carla Elliff, Cody Jeter, David Klingensmith. Motion carried unanimously.

Finance Committee – David Boduch

- Update about long range business plan and reserve account .
- Update on letters from the Internal Revenue Service and Illinois Department of Revenue.

Personnel Committee – Cody Jeter

- Vickie Andara will begin as Administrative Assistant in January 2024.

Building Committee – Jackie Day

- Update on completion of flooring project.
- Update on roofing project.

Unfinished Business –

- Lost Items Policy - 6 Months
  - Motion to approve changes to Lost Items Policy made by Jackie Day and seconded by Carla Elliff. Motion carried unanimously.

New Business –

- Guardian Insurance-
  - Motion to approve renewal of Guardian Insurance made by Carla Elliff and seconded by David Boduch. Roll Call: David Boduch, Jackie Day, Carla Elliff, Cody Jeter, David Klingensmith. Motion carried unanimously.
- Review of Illinois Library Standard for Per Capita Grant-
- Pandemic Leave Policy Update-
  - Motion to approve update to pandemic leave policy made by Jackie Day and seconded by David Boduch. Roll Call: David Boduch, Jackie Day, Carla Elliff, Cody Jeter, David Klingensmith. Motion carried unanimously.

Topics for Future Discussion

- Long Range Business Plan
- Review Draft of Grant
- Review Bids for Solar Panelling on Roof

**Glen Carbon Centennial Library District  
Board Meeting Minutes  
Tuesday, November 28, 2023 at 6:00 p.m.**

- Approval of Additional Costs of \$2370.00 to Library Design Systems

Adjournment –

Motion to adjourn the meeting at 7:00pm. Motion made by David Boduch and seconded by Jackie Day. Motion carried unanimously.

Date for next Regular Meeting – January 23, 2023