Glen Carbon Centennial Library District
Board Meeting Agenda
Thursday, January 11, 2018 at 7:00 p.m.
Community Room

Call to Order

Roll Call

Recognition of Visitors –

Accept or correct following minutes:
  • 11.9.17 Board Minutes

Communications

Director’s Report – Christine Gerrish
  • Roof Update
  • Water Damage

Treasurer’s Report – Robert Paty
  • November and December, 2017 Financials and Transfers

Unfinished Business –
  • Trustees Orientation Handbook

New Business –
  • 2018 Meeting Dates
  • Sexual Harassment Policy
  • Staffing for Election Dates
  • Closed Minutes Review

Adjournment
Date for next Regular Meeting – February 8, 2018
Glen Carbon Centennial Library District
Board Meeting Agenda
Thursday, February 8, 2018 at 7:00 p.m.
Community Room

Call to Order

Roll Call

Recognition of Visitors –

Accept or correct following minutes:
  • 1.11.18 Board Minutes

Communications

Director’s Report – Christine Gerrish
  • Roof Update
  • Water Damage

Treasurer’s Report – Robert Paty
  • January, 2018 Financials and Transfers

Unfinished Business –
  • Trustees Orientation Handbook
  • Health Insurance

New Business –
  • Prorated Holiday Policy
  • Library Hours on Sunday/Library Hours Policy
  • Accounting Contract

Adjournment
Date for next Regular Meeting – March 8, 2018
Glen Carbon Centennial Library District
Board Meeting Agenda
Thursday, March 8, 2018 at 7:00 p.m.
Community Room

Call to Order

Roll Call

Recognition of Visitors –

Accept or correct following minutes:
  • 2.8.18 Board Minutes

Communications

Director’s Report – Christine Gerrish
  • Roof Update
  • Water Damage

Treasurer’s Report – Robert Paty
  • February, 2018 Financials and Transfers

Unfinished Business –
  • Health Insurance Approvals

New Business –
  • Homecoming Parade
  • First Review – Draft Budget
  • Library Director’s Annual Review

Adjournment
Date for next Regular Meeting – April 12, 2018
Glen Carbon Centennial Library District
Board Meeting Agenda
Thursday, April 12, 2018 at 7:00 p.m.
Community Room

Call to Order

Roll Call

Recognition of Visitors –

Accept or correct following minutes:
  • 3.8.18 Board Minutes

Communications

Director’s Report – Christine Gerrish
  • Roof Update
  • Water Damage

Treasurer’s Report – Robert Paty
  • March, 2018 Financials and Transfers

Unfinished Business –
  • Health Insurance

New Business –
  • Homecoming Parade
  • Draft Budget
  • Library Director’s Annual Review
  • Copier
  • Library History

Adjournment
Date for next Regular Meeting – May 10, 2018
Glen Carbon Centennial Library District
Board Meeting Agenda
Thursday, May 10, 2018 at 7:00 p.m.
Community Room

Call to Order

Roll Call

Recognition of Visitors –
- Candidates for Open Board Position

Accept or correct following minutes:
- 4.12.18 Board Minutes

Communications

Director’s Report – Christine Gerrish
- Roof Update
- Water Damage Update

Treasurer’s Report – Robert Paty
- April, 2018 Financials and Transfers

Finance Committee – Bob Paty (Chair), Bob Hormell, Deborah Owan
- Minutes from March 13, 2018

Unfinished Business –
- Budget 2018-2019 – Final Review
- Copier

New Business –
- Anne Link Resignation Letter
- Library Carpet
- Library Spaces
- Probation Policy
- Children’s Associate Position
- Library History
- 2018 Nonresident Card Fees
- June Meeting – Change in Venue to Police Station Community Room

Adjournment
Date for next Regular Meeting – June 14, 2018
Call to Order

Roll Call

Recognition of Visitors –

Swearing in of New Board Member

Accept or correct following minutes:
- 5.10.18 Board Minutes

Communications

Director’s Report – Christine Gerrish
- Roof Update
- Water Damage Update

Treasurer’s Report – Robert Paty
- May, 2018 Financials and Transfers

Unfinished Business –
- Budget 2018-2019 – Final Review
- Copier
- Library Carpet

New Business –
- 18-3 Prevailing Wage Ordinance
- 18-4 Building & Maintenance Ordinance
- Conference Table
- Meeting Room Policy
- Library Director Job Description
- Circulation Manager Job Description

Adjournment
Date for next Regular Meeting – July 12, 2018
Call to Order

Roll Call

Recognition of Visitors –

Appointment of Library Board Secretary

Accept or correct following minutes:
  • 6.14.18 Board Minutes

Communications

Director’s Report – Christine Gerrish
  • Roof Update
  • Water Damage Update

Treasurer’s Report – Robert Paty
  • June, 2018 Financials and Transfers

Unfinished Business –
  • Library Carpet
  • Conference Room Furniture
  • Meeting Room Policy

New Business –
  • Accept Resignation of Robert Paty as Treasurer
  • Appointment of Library Board Treasurer
  • Library Board Appointee Discussion
  • Discussion of Ordinance 16-4 Budget & Appropriation

Adjournment
Date for next Regular Meeting – August 9, 2018
Glen Carbon Centennial Library District
Board Meeting Agenda
Thursday, August 9, 2018 at 7:00 p.m.
Glen Carbon Centennial Library Conference Room
198 South Main St.
Glen Carbon, Illinois 62034

Call to Order

Roll Call

Recognition of Visitors –

Accept or correct following minutes:
  • 7.12.18 Board Minutes

Communications

Director’s Report – Christine Gerrish
  • Roof Update
  • Water Damage Update

Treasurer’s Report – Robert Paty
  • July, 2018 Financials and Transfers

Unfinished Business –
  • Library Carpet
  • Conference Room Furniture

New Business –
  • Annual Report
  • Library Board Meeting Dates
  • Vacation Policy
  • Discussion of Ordinance 16-4 Budget & Appropriation

Adjournment
Date for next Regular Meeting – September 13, 2018
Glen Carbon Centennial Library District
Board Meeting Agenda
Tuesday, September 18, 2018 at 7:00 p.m.
Glen Carbon Centennial Library Conference Room
198 South Main St.
Glen Carbon, Illinois 62034

Call to Order

Roll Call

Recognition of Visitors –

Public Hearing for Ordinance 18-4 Budget & Appropriation

Accept or correct following minutes:
  •  8.9.18 Board Minutes

Communications

Director’s Report – Christine Gerrish
  •  Water Damage Update

Treasurer’s Report – Robert Paty
  •  August, 2018 Financials and Transfers

Unfinished Business –
  •  Library Carpet
  •  Ordinance 18-4 Budget & Appropriation

New Business –
  •  Ordinance 18-5 Tax Levy

Adjournment
Date for next Regular Meeting – October 16, 2018
Glen Carbon Centennial Library District
Board Meeting Agenda
Tuesday, October 16 2018 at 7:00 p.m.
Glen Carbon Centennial Library Conference Room
198 South Main St.
Glen Carbon, Illinois 62034

Call to Order

Roll Call

Recognition of Visitors –

Acceptance of resignation of Robert Paty

Swearing in of Robert David Klingensmith

Accept or correct following minutes:
  • 9.18.18 Board Minutes

Communications

Director’s Report – Christine Gerrish
  • Carpet Update

Treasurer’s Report – Robert Paty
  • September, 2018 Financials and Transfers

Unfinished Business –
  • Ordinance 18-5 Tax Levy

New Business –
  • Meal and Breaks Policy
  • IMRF

Adjournment
Date for next Regular Meeting – November 27, 2018
Call to Order

Roll Call

Recognition of Visitors –

Annual Audit Report – Kevin Tepin

Accept or correct following minutes:
- 10.16.18 Board Minutes

Communications

Director’s Report – Christine Gerrish
- Long Range Plan
- Staff Training Day

Treasurer’s Report – David Boduch
- October, 2018 Financials and Transfers
- End of the Year Transfer

Personnel Committee – Deborah Owen
- Revisit Director evaluation process (Closed Session)

Unfinished Business –
- Copier
- Letters to patrons

New Business –
- Study Room Policy
- Disposal of Inventory Policy
- Committee Assignments
- Closed Minute Review
- Review Illinois Standards Chapter 8 – Public Service
- Review Trustees Facts File Chapters 6-10

Adjournment

Date for next Regular Meeting – January 15, 2019