

THE LIBRARY BOARD MEETS THE 4TH MONDAY OF EACH MONTH AT 7:00 pm

Glen Carbon Centennial Library District

Board Meeting Agenda

Monday, January 25, 2016

Call to Order

Roll Call

Recognition of Visitors

Accept or correct minutes

1. November 30, 2015 Board Meeting Minutes

Communications

Director's Report – given by Magi Henderson

Treasurer's Report – Robert Paty

1. November and December 2015 Financials

Search Committee Report

1. December 29, 2015 Director Search Committee Meeting Minutes

Unfinished Business –

1. Revise Library Director Job Description

New Business –

1. Open Trustee position

Adjournment

Date for next Regular Meeting – February 22, 2016

THE LIBRARY BOARD MEETS THE 4TH MONDAY OF EACH MONTH AT 7:00 pm

Glen Carbon Centennial Library District

Board Meeting Agenda

Monday, February 15, 2016

Call to Order

Roll Call

Recognition of Visitors

Oath of Office signed by New Board Trustee

Accept or correct minutes

1. January 25,, 2016 Board Meeting Minutes

Communications

Director's Report – given by Magi Henderson.

Treasurer's Report – Robert Paty

1. January 2016 Financials

Search Committee Report

1. Report on candidates

Unfinished Business

New Business

1. Discussion to develop long range Building Maintenance Plan
2. Present recommendation for Director position to Board Trustees

Adjournment

Date for next Regular Meeting – March 28, 2016

**Glen Carbon Centennial Library District
Board Meeting Agenda
Wednesday, April 27, 2016 at 7:00 p.m.
Director's Office**

Call to Order

Roll Call

Recognition of Visitors –

Accept or correct following minutes:

- 3.28.16 Board Minutes
- 1.25.16 & 2.22.16 Closed Board Minutes

Communications

Phone/Email Lists Updates

Director's Report – Christine Gerrish

Treasurer's Report – Robert Paty

- a. March, 2016 Financials

Finance Committee –Robert Paty (chair); members Robert Hormell, Deborah Owen

- a. No Report

Personnel Committee –Deborah Owen (chair); members Amy Gabriel, Anne Link

- a. No Report

Building Committee-Robert Hormell (chair); member, Kevin Tellor

- a. Report & Status of Long Range Plan
- b. Discussion of Bid Process
- c. Discussion of building projects for FY 2016-2017

Unfinished Business –

- a. Revise dates for Future Glen Carbon Centennial Library District Board Meetings
- b. Trustee Committee Assignments

New Business –

- a. Adopt Library Director Evaluation Form

Adjournment

Date for next Regular Meeting – TBD

**Glen Carbon Centennial Library District
Board Meeting Agenda
Thursday, May 31, 2016 at 7:00 p.m.
Community Room**

Call to Order

Roll Call

Recognition of Visitors –

Accept or correct following minutes:

- 4.27.16 Board Minutes
- 1.25.16 & 2.22.16 Closed Board Minutes

Communications

Phone/Email Lists Updates

Director's Report – Christine Gerrish

Treasurer's Report – Robert Paty

- a. April, 2016 Financials

Finance Committee –Robert Paty (chair); members Robert Hormell, Deborah Owen

- a. Preliminary Budget
- b. Transfers
- c. Special Reserve Fund Ordinance
- d. Special Reserve Fund Plan Ordinance
- e. Bank Accounts

Personnel Committee –Deborah Owen (chair); members Amy Gabriel, Anne Link

- a. Personnel Report
- b. Holiday Policy
- c. Sick Leave Policy
- d. Overtime Policy

Building Committee-Robert Hormell (chair); member, Kevin Tellor

- a. Discussion of building projects for FY 2016-2017
- b. Projects to be included in FY 2015-2016
- c. Security Cameras

Unfinished Business –

- a. Adoption of Bid Process

New Business –

- b. Non-Resident Card Fee
- c. Elect Slate of Officers

Adjournment

Date for next Regular Meeting – June 9, 2016

Glen Carbon Centennial Library

Finance Committee Meeting

May 20,2016 @ 10am

Library Community Room

Agenda

1. Open Meeting
2. Recognize Visitors
3. Financial Reporting Revisions
4. 2014 & 2015 End of Year Balance Transfers
5. Reserve Fund Balance Plan
6. Preliminary 2016-2017 Review
7. Set next meeting date and time
8. Old Business
9. New Business
10. Close Meeting

**Glen Carbon Centennial Library District
Board Meeting Agenda
Thursday, June 9, 2016 at 7:00 p.m.
Community Room**

Call to Order

Roll Call

Recognition of Visitors –

Accept or correct following minutes:

- 5.31.16 Board Minutes
- Closed Meeting Minutes Review - January 2016-June, 2016

Communications

Director's Report – Christine Gerrish

Treasurer's Report – Robert Paty

- a. May, 2016 Financials

Finance Committee –Robert Paty (chair); members Robert Hormell, Deborah Owen

- a. Budget Report

Personnel Committee –Deborah Owen (chair); members Amy Gabriel, Anne Link

- a. Personnel Report

Building Committee-Robert Hormell (chair); member, Kevin Teller

- a. Discussion of building projects for FY 2016-2017

Unfinished Business –

- a. Special Reserve Fund Ordinance (16-1)
- b. Special Reserve Fund Plan Ordinance (16-2)
- c. Budget 2016-2017
- d. Personnel Budget 2016-2017

New Business –

- a. Committee Appointments
- b. Prevailing Wage Ordinance (16-3)
- c. Review of Closed Minutes

Adjournment

Date for next Regular Meeting – July 14, 2016

Glen Carbon Centennial Library

Finance Committee Meeting

June 2,2016 @ 1:30 pm

Library Community Room

Agenda

1. Open Meeting
2. Recognize Visitors
3. 2016-2017 Review
4. Set next meeting date and time
5. Old Business
6. New Business
7. Close Meeting

**Glen Carbon Centennial Library District
Board Meeting Agenda
Thursday, July 14, 2016 at 7:00 p.m.
Community Room**

Call to Order

Roll Call

Recognition of Visitors –

Accept or correct following minutes:

- 6.9.16 Board Minutes

Communications

Director's Report – Christine Gerrish

Treasurer's Report – Robert Paty

- a. June, 2016 Financials

Finance Committee –members Robert Paty (chair), Robert Hormell, Deborah Owen

- a. Budget Report

Personnel Committee –Deborah Owen (chair); members Amy Gabriel, Anne Link

- a. Director's 3 Month Review

Building Committee-Robert Hormell (chair); member, Kevin Tellor

- a. Building Report
- b. Plumbing
- c. Tuckpointing

Unfinished Business –

- a. Purchasing Policy
- b. Parking

New Business –

- a. District Committee
- b. Bylaws Committee
- c. Medicare Tax
- d. Long Range Plan
- e. Outdoor Furniture
- f. Homecoming
- g. Building and Maintenance Ordinance (16-4)
- h. Budget and Appropriation Ordinance (16-5)

Adjournment

Date for next Regular Meeting – August 11, 2016

Glen Carbon Centennial Library District
Board of Trustees
Personnel Committee Meeting

July 14, 2016
6:00 PM
Community Room

- I. Three month evaluation of Library Director

**Glen Carbon Centennial Library District
Board Meeting Agenda
Thursday, August 11, 2016 at 7:00 p.m.
Community Room**

7:00 – Budget & Appropriation Ordinance Hearing followed directly by the regular meeting.

Call to Order

Roll Call

Recognition of Visitors –

Accept or correct following minutes:

- 7.14.16 Board Minutes

Communications

Director's Report – Christine Gerrish

Treasurer's Report – Robert Paty

- a. June, 2016 Financials

Finance Committee –Robert Paty (chair); members Robert Hormell, Deborah Owen

- a. 2015-2016 Budget Report
- b. Breakdown of Taxes and Uses

Personnel Committee – Deborah Owen (chair); members Anne Link, Amy Gabriel

- a. Minutes from 7.14.16
- b. Closed Minutes from 7.14.16

Building Committee-Robert Hormell (chair); member, Kevin Tellor

- a. Building Report
- b. Plumbing
- c. Tuckpointing

Bylaws Committee

- a. Update

Unfinished Business –

- a. Long Range Plan Review
- b. Budget and Appropriation Ordinance (16-5)

New Business –

- a. Amendment to Loan Period Policy
- b. Liability Insurance
- c. Banking Policy
- d. Elections and Terms

Adjournment

Date for next Regular Meeting – September 8, 2016

**Glen Carbon Centennial Library District
Board Meeting Agenda
Thursday, August 11, 2016 at 7:00 p.m.
Community Room**

**Glen Carbon Centennial Library District
Board Meeting Agenda
Thursday, September 8, 2016 at 7:00 p.m.
Community Room**

Call to Order

Roll Call

Recognition of Visitors –

Accept or correct following minutes:

- 8.11.16 Board Minutes

Communications

Director's Report – Christine Gerrish

Treasurer's Report – Robert Paty

- a. August, 2016 Financials

Finance Committee –Robert Paty (chair); members Robert Hormell, Deborah Owen

- a. Finance Report

Personnel Committee – Deborah Owen (chair); members Anne Link, Amy Gabriel

- a. Director 5 Month (Closed)

Building Committee-Robert Hormell (chair); member, Kevin Tellor

- a. Building Report
- b. Status of Work Approved and Bids Solicited

Bylaws Committee

- a. Update

Unfinished Business –

- a. Elections and Terms
- b. Liability Insurance

New Business –

- a. FY 2016 Tax Levy (16-6)

Adjournment

Date for next Regular Meeting – October 13, 2016

**Glen Carbon Centennial Library District
Board Meeting Agenda
Thursday, October 13, 2016 at 7:00 p.m.
Community Room**

Call to Order

Roll Call

Recognition of Visitors –

Accept or correct following minutes:

- 9.8.16 Board Minutes
- 9.8.16 Closed Minutes

Communications

Director's Report – Christine Gerrish

Treasurer's Report – Robert Paty

- a. September, 2016 Financials and Transfers

Finance Committee –Robert Paty (chair); members Robert Hormell, Deborah Owen

- a. Finance Report

Personnel Committee – Deborah Owen (chair); members Anne Link, Amy Gabriel

- a. Personnel Report

Building Committee-Robert Hormell (chair); member, Kevin Tellor

- a. Building Report
- b. Status of Work Approved and Bids Solicited

Bylaws Committee

- a. Update

Unfinished Business –

- a. Elections and Terms
- b. Liability Insurance

New Business –

- a. Personnel and Working Budget Amendments

Adjournment

Date for next Regular Meeting – November 10, 2016

**Glen Carbon Centennial Library District
Board Meeting Agenda
Thursday, November 10, 2016 at 7:00 p.m.
Community Room**

Call to Order

Roll Call

Recognition of Visitors –

Accept or correct following minutes:

- 10.13.16 Board Minutes
- 10.25.16 Bylaws Committee
- 11.1.16 Bylaws Committee

Communications

Director's Report – Christine Gerrish

- a. Mobile Hotspots
- b. Strategic Plan

Treasurer's Report – Robert Paty

- a. October, 2016 Financials and Transfers

Finance Committee –Robert Paty (chair); members Robert Hormell, Deborah Owen

- a. Finance Report

Personnel Committee – Deborah Owen (chair); members Anne Link, Amy Gabriel

- a. Personnel Report

Building Committee-Robert Hormell (chair); member, Kevin Tellor

- a. Building Report

Bylaws Committee

- a. Update

Unfinished Business –

- a. Insurance Audit

New Business –

- a. 2015-2016 Audit
- b. Updated Bylaws – First Reading
- c. Identity Protection Policy
- d. Security Camera Policy
- e. Travel Policy
- f. Trash Cans
- g. Purchase of Exterior Door Hinges
- h. Bank Account Signatures

Adjournment

Date for next Regular Meeting – January 12, 2017

**Glen Carbon Centennial Library District
Building Committee Meeting Agenda
Tuesday, May 24, 2016 at 6:00 p.m.**

Call to Order

Roll Call

Recognition of Visitors –

Review and modify as necessary the Building repair/replace document and consider budget impacts for products and services needed in the next fiscal year as well as future years

Adjournment

Glen Carbon Centennial Library District
Board of Trustees
Personnel Committee Meeting

May 25, 2016
5:30 PM
Community Room

- I. Evaluations (Christine)
- II. Discussion of personnel budget for FY16-17
- III. Illinois Municipal Retirement Fund (IMRF) (Christine)
- IV. Discuss goals for FY 2016-17 and beyond (Christine)