

**Glen Carbon Centennial Library District  
Board Meeting Agenda  
Tuesday, January 19, 2021 at 7:00 p.m.  
Glen Carbon Centennial Library Youth Room  
198 South Main St.  
Glen Carbon, Illinois 62034**

- I. Call to Order and Roll Call
  - II. Recognition of Visitors and Public Comment
  - III. Consent Agenda
    - A. Director's Report – Christine Gerrish
    - B. Reports of Youth Services and Circulation
    - C. Approval of Board and Committee minutes:
      - 11/17/20 Board Minutes
  - IV. Correspondence and Communications
  - V. Treasurer's Report – David Boduch
    - A. November & December, 2020 Financials
    - B. November & December, 2020 Transfers
  - VI. Reports of Standing Committees
    - A. Finance Committee – David Boduch
      - Impact of COVID on Revenue
    - B. Personnel Committee – Carrie Smith
    - C. Building Committee – Dave Klingensmith
  - VII. Unfinished Business –
  - VIII. New Business –
    - Ordinance 21-1 Library Board Meeting Dates for 2021
    - COVID-19 Emergency Paid Sick Leave Extension
    - Staffing for Election on April 6 – Opening Library at 6:00 a.m.
    - Semiannual Review of Closed Meeting Minutes
  - IX. Topics for Future Discussion
  - X. Adjournment
- Date for next Regular Meeting –February 16, 2021

**Glen Carbon Centennial Library District  
Board Meeting Agenda  
Tuesday, February 16, 2021 at 7:00 p.m.  
Glen Carbon Centennial Library Youth Room  
198 South Main St.  
Glen Carbon, Illinois 62034**

- I. Call to Order and Roll Call
- II. Recognition of Visitors and Public Comment
- III. Consent Agenda
  - A. Director's Report – Christine Gerrish
  - B. Reports of Youth Services and Circulation
  - C. Approval of Board and Committee minutes:
    - 1/19/21 Board Minutes
- IV. Correspondence and Communications
- V. Treasurer's Report – David Boduch
  - A. January, 2021 Financials
  - B. January, 2021 Transfers
- VI. Reports of Standing Committees
  - A. Finance Committee – David Boduch
    - Impact of COVID on Revenue
  - B. Personnel Committee – Carrie Smith
  - C. Building Committee – Dave Klingensmith
- VII. Unfinished Business –
- VIII. New Business –
  - COVID-19 Closure Follow-Up
  - Substitute Part Time Associate Job Description
  - Review of Personnel Policies that haven't been updated in over 2 years
- IX. Topics for Future Discussion
- X. Adjournment

Date for next Regular Meeting –March 16, 2021

**Glen Carbon Centennial Library District  
Board Meeting Agenda  
Tuesday, March 16, 2021 at 7:00 p.m.  
Glen Carbon Centennial Library Youth Room  
198 South Main St.  
Glen Carbon, Illinois 62034**

- I. Call to Order and Roll Call
- II. Recognition of Visitors and Public Comment
- III. Consent Agenda
  - A. Director's Report – Christine Gerrish
  - B. Reports of Youth Services and Circulation
  - C. Approval of Board and Committee minutes:
    - 2/16/21 Board Minutes
- IV. Correspondence and Communications
- V. Treasurer's Report – David Boduch
  - A. February, 2021 Financials
  - B. February, 2021 Transfers
- VI. Reports of Standing Committees
  - Finance Committee – David Boduch
  - Personnel Committee – Carrie Smith
  - Building Committee – Dave Klingensmith
- VII. Unfinished Business –
- VIII. New Business –
  - Health Insurance for 2021-2022 Increase of 6.9%
  - Credit Card
  - Library Aware Subscription for \$1260
  - Beanstack Subscription for \$795
  - Niche Academy Subscription for \$1600
  - LocalHop Subscription for \$588
  - Budget for FY 2021-2022 – First Review
  - Personnel Policy Review
    - Welcome to the Staff
    - Duties and Responsibilities for all Staff
    - Code of Ethics
    - Exempt and Non-Exempt
    - Grievance
  - General Policy Review
    - Mission Statement
    - By-Laws
    - Hours of Service
    - Meeting Room
    - Study Room
- IX. Topics for Future Discussion
- x. Adjournment
  - Date for next Regular Meeting –April 20, 2021

**Glen Carbon Centennial Library District  
Board Meeting Agenda  
Tuesday, April 20, 2021 at 7:00 p.m.  
Glen Carbon Centennial Library Youth Room  
198 South Main St.  
Glen Carbon, Illinois 62034**

- I. Call to Order and Roll Call
- II. Recognition of Visitors and Public Comment
- III. Consent Agenda
  - A. Director's Report – Christine Gerrish
  - B. Reports of Youth Services and Circulation
  - C. Approval of Board and Committee minutes:
    - 3/16/21 Board Minutes
- IV. Correspondence and Communications
- V. Treasurer's Report – David Boduch
  - A. March, 2021 Financials
  - B. March, 2021 Transfers
- VI. Reports of Standing Committees
  - A. Finance Committee – David Boduch
  - B. Personnel Committee – Carrie Smith
  - C. Building Committee – Dave Klingensmith
- VII. Unfinished Business –
  - Grievance Policy
  - Budget for FY 2021-2022 – Second Review
- VIII. New Business –
  - Administrative Calendar Revision
  - Personnel Policy Review
    - Health Insurance
    - Immigration Compliance
    - IMRF
    - Inclement Weather
    - Meal & Breaks
    - Nepotism
    - Overtime
    - Sexual Harassment
    - FMLA
    - Funeral Leave
    - Holiday Pay
    - Jury Duty
    - Personal Leave
    - Sick Leave
- IX. Topics for Future Discussion
- x. Adjournment  
Date for next Regular Meeting – May 18, 2021

**Glen Carbon Centennial Library District  
Board Meeting Agenda  
Tuesday, May 18, 2021 at 7:00 p.m.  
Glen Carbon Centennial Library Youth Room  
198 South Main St.  
Glen Carbon, Illinois 62034**

- I. Call to Order and Roll Call
  - II. Recognition of Visitors and Public Comment
  - III. Swearing in Robert D. Klingensmith, Marcella Starck, Kevin Tellor
  - IV. Consent Agenda
    - A. Director's Report – Christine Gerrish
    - B. Reports of Youth Services and Circulation
    - C. Approval of Board and Committee minutes:
      - 4/20/21 Board Minutes
  - V. Correspondence and Communications
  - VI. Treasurer's Report – David Boduch
    - A. April, 2021 Financials
    - B. April, 2021 Transfers
  - VII. Reports of Standing Committees
    - A. Finance Committee – David Boduch
    - B. Personnel Committee – Carrie Smith
      - a. Library Director's Evaluation
    - C. Building Committee – Dave Klingensmith
  - VIII. Unfinished Business –
    - Personal Leave Policy
  - IX. New Business –
    - Discussion on new TIF district
    - Discussion on Empty Library Board Seat
    - Nomination Committee for June Election
    - Nonresident Fee for FY 2021-2022
    - Hours of Service Policy
    - Personnel Policy Review
      - Vacation Leave
      - In-Service Training and Meetings
      - Professional Conferences and Workshops
      - Travel Expense Control
      - Tuition Reimbursement
      - Probationary Period
      - Promotions
      - Staff Performance Evaluation
      - Dismissal
      - Layoff
      - Resignation
  - X. Topics for Future Discussion
  - XI. Adjournment
- Date for next Regular Meeting – June 15, 2021

**Glen Carbon Centennial Library District  
Board Meeting Agenda  
Tuesday, June 15, 2021 at 7:00 p.m.  
Glen Carbon Centennial Library Youth Room  
198 South Main St.  
Glen Carbon, Illinois 62034**

- I. Call to Order and Roll Call
- II. Recognition of Visitors and Public Comment
- III. Vote for Cody Jeter to Fill Empty Library Board Seat
- IV. Swearing in Cody Jeter
- V. Consent Agenda
  - A. Director's Report – Christine Gerrish
  - B. Reports of Youth Services and Circulation
  - C. Approval of Board and Committee minutes:
    - 5/18/21 Board Minutes
- VI. Correspondence and Communications
- VII. Treasurer's Report – David Boduch
  - A. May, 2021 Financials
  - B. May, 2021 Transfers
- VIII. Reports of Standing Committees
  - A. Finance Committee – David Boduch
  - B. Personnel Committee – Carrie Smith
    - a. Library Director's Evaluation
  - C. Building Committee – Dave Klingensmith
- IX. Unfinished Business –
  - Probationary Period Policy
  - Promotions Policy
  - Discipline Policy
  - Resignation Policy
- X. New Business –
  - 21-2 Building and Maintenance Ordinance for FY 2021-2022
  - Replacement Policy
  - Book Sale Sign
  - Officer Election
- XI. Topics for Future Discussion
- xii. Adjournment  
Date for next Regular Meeting – July 20, 2021

**Glen Carbon Centennial Library District  
Board Meeting Agenda  
Tuesday, July 20, 2021 at 7:00 p.m.  
Glen Carbon Centennial Library Youth Room  
198 South Main St.  
Glen Carbon, Illinois 62034**

- I. Call to Order and Roll Call
- II. Recognition of Visitors and Public Comment
- III. Consent Agenda
  - A. Director's Report – Christine Gerrish
  - B. Reports of Youth Services and Circulation
  - C. Approval of Board and Committee minutes:
    - 6/15/21 Board Minutes
- IV. Correspondence and Communications
- V. Treasurer's Report – David Boduch
  - A. June, 2021 Financials
  - B. June, 2021 Transfers
  - C. Transfers for Reserve Account 2019-2020 & 2020-2021
- VI. Reports of Standing Committees
  - A. Finance Committee – David Boduch
  - B. Personnel Committee – Carrie Smith
    - a. Library Director's Evaluation (Closed under section – 2C1: Appointment, employment, compensation, discipline, performance, or dismissal of specific employees)
  - C. Building Committee – Dave Klingensmith
- VII. Unfinished Business –
- VIII. New Business –
  - Review FY 2020-2021 Budget and Appropriation Ordinance
  - Holiday Policy
  - Review Quotes and select Painting Contractor
  - Illinois Public Library Annual Report
  - 21-3 Annexation of Property known as 127 North Main Street, Glen Carbon
  - Closed Minutes Review
- IX. Topics for Future Discussion
- x. Adjournment
  - Date for next Regular Meeting – August 17, 2021

**Glen Carbon Centennial Library District**  
**Board Meeting Agenda**  
**Tuesday, August 17, 2021 at 7:00 p.m.**  
**Glen Carbon Centennial Library Youth Room**  
**198 South Main St.**  
**Glen Carbon, Illinois 62034**

- I. Call to Order and Roll Call
- II. Recognition of Visitors and Public Comment
- III. Consent Agenda
  - A. Director's Report – Christine Gerrish
  - B. Reports of Youth Services and Circulation
  - C. Approval of Board and Committee minutes:
    - 7/20/21 Board Minutes
- IV. Correspondence and Communications
- V. Treasurer's Report – David Boduch
  - A. July, 2021 Financials
  - B. July, 2021 Transfers
- VI. Reports of Standing Committees
  - A. Finance Committee – David Boduch
  - B. Personnel Committee – Carrie Smith
    - a. Library Director's Evaluation (Closed under section – 2C1: Appointment, employment, compensation, discipline, performance, or dismissal of specific employees)
  - C. Building Committee – Dave Klingensmith
- VII. Unfinished Business –
  - 21-3 Annexation of Property known as 127 North Main Street, Glen Carbon
  - Closed Minutes Review
- VIII. New Business –
  - Accountant Contract for monthly fee of \$480
  - 21-4 Budget & Appropriation Ordinance
  - 2021 Records Disposal Certificate
- IX. Topics for Future Discussion
  - Library Holidays
- x. Adjournment
  - Date for next Regular Meeting – September 21, 2021

**Glen Carbon Centennial Library District  
Board Meeting Agenda  
Tuesday, September 21, 2021 at 7:00 p.m.  
Glen Carbon Centennial Library Youth Room  
198 South Main St.  
Glen Carbon, Illinois 62034**

- I. Public hearing for Budget & Appropriation Ordinance
- II. Call to Order and Roll Call
- III. Approve audit report given by Kevin Tepen
- IV. Recognition of Visitors and Public Comment
- V. Consent Agenda
  - A. Director's Report – Christine Gerrish
  - B. Reports of Youth Services and Circulation
  - C. Approval of Board and Committee minutes:
    - 8/17/21 Board Minutes
- VI. Correspondence and Communications
- VII. Treasurer's Report – David Boduch
  - A. August, 2021 Financials
  - B. August, 2021 Transfers
- VIII. Reports of Standing Committees
  - A. Finance Committee – David Boduch
  - B. Personnel Committee – Carrie Smith
  - C. Building Committee – Dave Klingensmith
- IX. Unfinished Business –
  - 21-3 Annexation of Property known as 127 North Main Street, Glen Carbon
  - 21-4 Budget & Appropriation Ordinance
  - Accountant Contract for monthly fee of \$480
- X. New Business –
  - 21-5 Tax Levy Ordinance Discussion
  - Overdue Fines Policy
  - Review Library Standards for Per Capita Grant
- XI. Topics for Future Discussion
  - Library Holidays
- XII. Adjournment
  - Date for next Regular Meeting – October 19, 2021

**Glen Carbon Centennial Library District  
Board Meeting Agenda  
Tuesday, October 19, 2021 at 7:00 p.m.  
Glen Carbon Centennial Library Youth Room  
198 South Main St.  
Glen Carbon, Illinois 62034**

- I. Public hearing for Budget & Appropriation Ordinance
- II. Call to Order and Roll Call
- III. Recognition of Visitors and Public Comment
- IV. Consent Agenda
  - A. Director's Report – Christine Gerrish
  - B. Reports of Youth Services and Circulation
  - C. Approval of Board and Committee minutes:
    - 9/21/21 Board Minutes
- V. Correspondence and Communications
- VI. Treasurer's Report – David Boduch
  - A. September, 2021 Financials
  - B. September, 2021 Transfers
- VII. Reports of Standing Committees
  - A. Finance Committee – David Boduch
  - B. Personnel Committee – Carrie Smith
  - C. Building Committee – Dave Klingensmith
- VIII. Unfinished Business –
  - Accountant Contract for monthly fee of \$480
- IX. New Business –
  - 21-5 Tax Levy Ordinance
  - Purchase Replacement Holiday Tree, not to Exceed \$800
  - Upgrade 29 computers to Microsoft Office 2019 for \$1508
  - Intergovernmental Agreement for Illinois Libraries Present
  - Library Holidays
- X. Topics for Future Discussion
- XI. Adjournment
  - Date for next Regular Meeting – November 16, 2021

**Glen Carbon Centennial Library District  
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Tuesday, November 16, 2021 at 7:00 p.m.  
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Glen Carbon, Illinois 62034**

- I. Call to Order and Roll Call
- II. Recognition of Visitors and Public Comment
- III. Consent Agenda
  - A. Director's Report – Christine Gerrish
  - B. Reports of Youth Services and Circulation
  - C. Approval of Board and Committee minutes:
    - 10/19/21 Board Minutes
- IV. Correspondence and Communications
- V. Treasurer's Report – David Boduch
  - A. Amended September, 2021 Financials
  - B. October, 2021 Financials
  - C. October, 2021 Transfers
- VI. Reports of Standing Committees
  - A. Finance Committee – David Boduch
  - B. Personnel Committee – Cody Jeter
  - C. Building Committee – Dave Klingensmith
- VII. Unfinished Business –
  - a. Intergovernmental Agreement for Illinois Libraries Present
- VIII. New Business –
  - Library Closure on January 7 for Staff Development Day
  - Discussion on Library Wages
- IX. Topics for Future Discussion
- x. Adjournment
  - Date for next Regular Meeting – January 18, 2021