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
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
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
      o Welcome to the Staff
      o Duties and Responsibilities for all Staff
      o Code of Ethics
      o Exempt and Non-Exempt
      o Grievance
   • General Policy Review
      o Mission Statement
      o By-Laws
      o Hours of Service
      o Meeting Room
      o 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
      o Health Insurance
      o Immigration Compliance
      o IMRF
      o Inclement Weather
      o Meal & Breaks
      o Nepotism
      o Overtime
      o Sexual Harassment
      o FMLA
      o Funeral Leave
      o Holiday Pay
      o Jury Duty
      o Personal Leave
      o 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
      o Vacation Leave
      o In-Service Training and Meetings
      o Professional Conferences and Workshops
      o Travel Expense Control
      o Tuition Reimbursement
      o Probationary Period
      o Promotions
      o Staff Performance Evaluation
      o Dismissal
      o Layoff
      o Resignation

X. Topics for Future Discussion

XI. Adjournment

Date for next Regular Meeting – June 15, 2021
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
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
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
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
Board Meeting Agenda
Tuesday, November 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:
      • 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