

**Glen Carbon Centennial Library District  
Board Meeting Agenda  
Tuesday, January 18, 2022 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:
    - 11/16/21 Board Minutes
- IV. Correspondence and Communications
- V. Treasurer's Report – David Boduch
  - A. Amended September, 2021 Financials
  - B. November & December, 2021 Financials
  - C. November & December, 2021 Transfers
- VI. Reports of Standing Committees
  - A. Finance Committee – David Boduch
    - Reserve Analysis
  - B. Personnel Committee – Cody Jeter
  - C. Building Committee – Dave Klingensmith
- VII. Unfinished Business –
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- VIII. New Business –
  - Ordinance 21-1 Library Board Meeting Dates for 2022
  - Semiannual Review of Closed Meeting Minutes
  - United Healthcare Group Policy for 2022-2023
  - Reschedule Staff Development Day for February 18, 2022
- IX. Topics for Future Discussion
- X. Adjournment  
Date for next Regular Meeting – February 15, 2021

**Glen Carbon Centennial Library District  
Board Meeting Agenda  
Tuesday, February 15, 2022 at 7:00 p.m.  
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- 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:
    - 1/18/22 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
  - B. Personnel Committee – Cody Jeter
  - C. Building Committee – Dave Klingensmith
- VII. Unfinished Business –
- VIII. New Business –
  - Homecoming 2022 – If on Main library closed? Staff pay? Flex time if they work the booth?
  - Pandemic Sick Days
  - General Policy Review
    - Mission Statement
    - By Laws
    - History
    - Hours of Service
    - Meeting room policy
    - Study Room Policy
    - Security Camera Policy
    - Bloodborne Pathogens Policy
    - Public Health Policy
    - Disposal of Surplus Inventory Policy
    - Loan Periods
    - Overdue Fines
    - Interlibrary Loan Policy
    - Materials Selection Policy
- IX. Topics for Future Discussion
- X. Adjournment

Date for next Regular Meeting – March 15, 2022

**Glen Carbon Centennial Library District  
Board Meeting Agenda  
Tuesday, March 15, 2022 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:
    - 2/15/22 Board Minutes
- IV. Correspondence and Communications
- V. Treasurer's Report – David Boduch
  - D. February, 2021 Financials
  - E. February, 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 –
  - Pandemic Sick Leave
    - a. Public Health Policy
- VIII. New Business –
  - FY 2022-2023 Budgets
    - Operations Budget
    - Personnel Budget
  - Universal Removal of Gendered Terms from General and Personnel Policy Manuals
  - Approval of Quote from Kane Mechanical to Repair Backflow Check Valve for \$990.18
  - General Policy Review
    - Library Cards
    - Reference Service Policy
    - Disabled Patrons
    - Service Animals in the Library
    - Gifts to the Library
    - Patron Conduct
    - Cell Phone Policy
    - Proctoring Policy
    - Volunteer Policy
    - Identity Protection Policy
    - Illinois Freedom of Information Act
    - USA Patriot Act and Policy
    - Replacement Policy

IX. Topics for Future Discussion

X. Adjournment

Date for next Regular Meeting – April 19, 2022

**Glen Carbon Centennial Library District**  
**Board Meeting Agenda**  
**Tuesday, April 19, 2022 at 7:00 p.m.**  
**Glen Carbon Centennial Library Community 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:
    - 3/6/2022 Personnel Committee Minutes
    - 3/15/22 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
  - A. Finance Committee – David Boduch
  - B. Personnel Committee – Cody Jeter
    - March 6 Committee Meeting
  - C. Building Committee – Dave Klingensmith
- VII. Unfinished Business –
  - FY 2022-2023 Budgets
    - Operations Budget
    - Personnel Budget
- VIII. New Business –
  - Increase in Monthly Lazerware Costs-\$1224 annually
  - Exhaust Fan Replacement
  - Special Hours for Polling on June 28, 2022
  - General Policy Review
    - Computer Use Policy\*
    - Internet Policy\*
    - Laptop Checkout Policy\*
    - Social Netowrk Policy
    - 3-D Printing Policy
    - Mobile Hotspot Policy
    - Photocopy Machine Policy\*
    - Banking Policy
    - Petty Cash Policy\*
    - Purchasing Policy\*
    - Credit Card Policy
    - Chredit Card Machine Security Policy
    - Non-Funding Clause Policy
- IX. Topics for Future Discussion
- X. Adjournment  
Date for next Regular Meeting – May 17, 2022

**Glen Carbon Centennial Library District  
Board Meeting Agenda  
Tuesday, May 17, 2022 at 7:00 p.m.  
Glen Carbon Centennial Library Community 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
    - Strategic Plan Framework
  - B. Reports of Youth Services and Circulation
  - C. Approval of Board and Committee minutes:
    - 4/12/2022 Budget Committee Minutes
    - 4/19/22 Board Minutes
- IV. Correspondence and Communications
- V. Treasurer's Report – David Boduch
  - A. April, 2021 Financials
  - B. April, 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 –
  - VIII. New Business –
    - 2022-2023 Nonresident Fee
    - Photography and Videography Policy
  - IX. Topics for Future Discussion
    - Moving Phone Lines to VoIP
    - Quote from Henderson to prepare Bid Package for Carpet
    - Quote from Henderson to prepare Bid Package for Roof
  - X. Adjournment

Date for next Regular Meeting – June 21, 2022

**Glen Carbon Centennial Library District  
Board Meeting Agenda  
Tuesday, June 21, 2022 at 7:00 p.m.  
Glen Carbon Centennial Library Youth Room  
198 South Main St.  
Glen Carbon, Illinois 62034**

- XI. Call to Order and Roll Call
- XII. Presentation of Proposed Girl Scout Gold Award Project by Lindsay Lankford
- XIII. Recognition of Visitors and Public Comment
- XIV. Consent Agenda
  - D. Director's Report – Christine Gerrish
  - E. Reports of Youth Services and Circulation
  - F. Approval of Board and Committee minutes:
    - 5/17/22 Board Minutes
- XV. Correspondence and Communications
- XVI. Treasurer's Report – David Boduch
  - F. May, 2022 Financials
  - G. May, 2022 Transfers
- XVII. Reports of Standing Committees
  - D. Finance Committee – David Boduch
  - E. Personnel Committee – Cody Jeter
  - F. Building Committee – Dave Klingensmith
- XVIII. Unfinished Business –
- XIX. New Business –
  - Ordinance 22-2 - Building and Maintenance Tax
  - Girl Scout Gold Award Project by Lindsay Lankford
  - Approve Quote for Updated Switch and Firewall from Lazerware for \$2,470.53
  - Changing Meeting Time to 6:00 p.m.
- XX. Topics for Future Discussion
  - Moving Phone Lines to VoIP
  - Quotes from Henderson to prepare Bid Packages for Carpet and Roof
  - Accountant
- XXI. Adjournment
  - Date for next Regular Meeting – July 19, 2022