

**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 –
  -
- 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.  
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:
    - 1/18/22 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

**Glen Carbon Centennial Library District  
Board Meeting Agenda  
Tuesday, July 19, 2022 at 6:00 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
  - G. Director's Report – Christine Gerrish
    - a. Review Progress on Strategic Plan
  - H. Reports of Youth Services and Circulation
  - I. Approval of Board and Committee minutes:
    - 6/21/22 Board Minutes
- IV. Correspondence and Communications
- V. Treasurer's Report – David Boduch
  - H. June, 2022 Financials
  - I. June, 2022 Transfers
- VI. Reports of Standing Committees
  - G. Finance Committee – David Boduch
  - H. Personnel Committee – Cody Jeter
  - I. Building Committee – Dave Klingensmith
- VII. Unfinished Business –
  - a. Moving Phone Lines to VoIP
- VIII. New Business –
  - Review Quotes from Henderson to prepare Bid Packages for Carpet and Roof Replacement
  - Review Accountant Proposals from West & Co. for \$1,100.00 and Thompson & Flaherty for estimated \$900.00, Billed Monthly, and Approve Winning Proposal
  - Review FY 2021-2022 Budget and Appropriation Ordinance
  - Semiannual Review of Closed Meeting Minutes
- IX. Topics for Future Discussion
- X. Adjournment  
Date for next Regular Meeting – August 16, 2022



**Glen Carbon Centennial Library District  
Board Meeting Agenda  
Tuesday, August 16, 2022 at 6:00 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
  - J. Director's Report – Christine Gerrish
    - a. Strategic Plan
  - K. Reports of Youth Services and Circulation
  - L. Approval of Board and Committee minutes:
    - 7/19/22 Board Minutes
- IV. Correspondence and Communications
- V. Treasurer's Report – David Boduch
  - J. July, 2022 Financials
  - K. July, 2022 Transfers
- VI. Reports of Standing Committees
- VII. Finance Committee – David Boduch
- VIII. Personnel Committee – Cody Jeter
  - a. Director's Evaluation
- IX. Building Committee – Dave Klingensmith
- X. Unfinished Business –
  - a. Move Phone Lines to Snapcom VoIP for up to \$210.00 per Month with an Initial Purchase of Equipment for up to \$700.00
  - b. End Lease on Fire Panels with George Alarm
  - c. Move Fire Monitoring with George Alarm to Cellular Service for \$70.81 per Month with a \$249.00 Installation Fee
  - d. Move Security System Monitoring to George Alarm for \$29.00 per Month with a \$95.00 Installation Fee
  - e. Approve Quotes from Henderson to Manage Projects to Replace Flooring for \$10,500.00, and Roof for \$18,000.00
- XI. New Business –
  - 22-3 FY 2021-2022 Budget and Appropriation Ordinance – First Reading
  - Review and Approve Illinois Public Library Annual Reoport 2021-2022
  - Possible Meeting Day Change
- XII. Topics for Future Discussion
- XIII. Adjournment

Date for next Regular Meeting – September 20, 2022

**Glen Carbon Centennial Library District  
Board Meeting Agenda  
Tuesday, September 20, 2022 at 6:00 p.m.  
Glen Carbon Centennial Library Youth Room  
198 South Main St.  
Glen Carbon, Illinois 62034**

- I. Public Hearing on 22-3 FY 2021-2022 Budget & Appropriation Ordinance
  - II. Call to Order and Roll Call
    - III. Recognition of Visitors and Public Comment
    - IV. Presentation of Annual Audit by Kevin Tepen
    - V. Consent Agenda
    - M. Director's Report – Christine Gerrish
    - i. Phone Update
      - N. Reports of Youth Services and Circulation
      - O. Approval of Board and Committee minutes:
        - 8/16/22 Board Minutes
      - VI. Correspondence and Communications
      - VII. Treasurer's Report – David Boduch
        - L. August, 2022 Financials
        - M. July, 2022 Transfers
        - N. August, 2022 Transfers
      - VIII. Reports of Standing Committees
      - IX. Finance Committee – David Boduch
      - X. Personnel Committee – Cody Jeter
      - XI. Building Committee – Dave Klingensmith
      - XII. Unfinished Business –
        - 22-3 FY 2021-2022 Budget and Appropriation Ordinance
      - XIII. New Business –
        - Special Hours for Polling
        - Closing the Library on January 6, 2023 for Staff Development Day
        - Amend Bereavement Policy to Include 10 Unpaid Days
        - Approve 2021-2022 Audit
      - XIV. Topics for Future Discussion
      - XV. Adjournment
- Date for next Regular Meeting –October 18, 2022

**Glen Carbon Centennial Library District  
Board Meeting Agenda  
Tuesday, October 18, 2022 at 6:00 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
    - P. Director's Report – Christine Gerrish
    - Q. Reports of Youth Services and Circulation
    - R. Approval of Board minutes:
      - 9/20/22 Board Minutes
  - IV. Correspondence and Communications
  - V. Treasurer's Report – David Boduch
  - O. September, 2022 Financials
  - P. August, 2022 Transfers
  - Q. September, 2022 Transfers
  - VI. Reports of Standing Committees
  - VII. Finance Committee – David Boduch
  - VIII. Personnel Committee – Cody Jeter
  - IX. Building Committee – Dave Klingensmith
  - X. Unfinished Business –
  - XI. New Business –
    - 22-4 Tax Levy Ordinance
    - Review Illinois Library Standards for Per Capita Grant
  - XII. Topics for Future Discussion
    - Phones
    - Building Insurance
    - Ameren Tax Abatement – Added after Sunday
  - XIII. Adjournment
- Date for next Regular Meeting –November 15, 2022