

**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
 - I. Finance Committee – David Boduch
 - Reserve Analysis
 - II. Personnel Committee – Cody Jeter
 - III. 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
 - IV. Finance Committee – David Boduch
 - V. Personnel Committee – Cody Jeter
 - VI. 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
 - VII. Finance Committee – David Boduch
 - VIII. Personnel Committee – Cody Jeter
 - IX. 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 Report 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

**Glen Carbon Centennial Library District
Board Meeting Agenda
Tuesday, December 6, 2022 at 6:00 p.m.
Rescheduled from November 15
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 minutes:
 - 10/18/22 Board Minutes
- IV. Correspondence and Communications
- V. Treasurer's Report – David Boduch
 - A. September, 2022 Financials
 - B. October, 2022 Financials
 - C. September, 2022 Transfers
 - D. October, 2022 Transfers
- VI. Reports of Standing Committees
 - A. Finance Committee – David Boduch
 - B. Personnel Committee – Cody Jeter
 - a. Library Director's Salary 2022-2023 – Closed Discussion Pursuant to Sections 2C1 – Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees.
 - C. Building Committee – Dave Klingensmith
- VII. Unfinished Business –
 - Move Phone Lines to Spectrum for \$29.99 from Months 1-12, \$39.99 from months 13-24 and stops at \$49.99 after 2 years with a \$99.00 Installation Fee.
 - Move Fire Monitoring with George Alarm to Cellular Service for \$70.81 per Month with a \$249.00 Installation Fee
 - Move Security System Monitoring to George Alarm for \$29.00 per Month with a \$95.00 Installation Fee
- VIII. New Business –
 - Guardian Insurance Renewal – New Monthly Rate of \$323.26, from \$322.18
 - Property Tax Abatement for Ameren Lot 1B final Plat of Minor Subdivision of Lot 1 of Bluffview Commerce Park Subdivision for the Village of Glen Carbon.
 - Change in Credit Card Policy to Raise Maximum to be Charged to \$5,000.00 Monthly.
- IX. Topics for Future Discussion
 - Building Insurance
- X. Adjournment

Date for next Regular Meeting –January 17, 2023