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
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
     o Mission Statement
     o By Laws
     o History
     o Hours of Service
     o Meeting room policy
     o Study Room Policy
     o Security Camera Policy
     o Bloodborne Pathogens Policy
     o Public Health Policy
     o Disposal of Surplus Inventory Policy
     o Loan Periods
     o Overdue Fines
     o Interlibrary Loan Policy
     o Materials Selection Policy

IX. Topics for Future Discussion

X. Adjournment

Date for next Regular Meeting – March 15, 2022
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
     o Operations Budget
     o Personnel Budget
   • Universal Removal of Gendered Terms from General and Personnel Policy Manuals
   • Approval of Quote from Kane Mechnatical to Repair Backflow Check Valve for $990.18
   • General Policy Review
     o Library Cards
     o Reference Service Policy
     o Disabled Patrons
     o Service Animals in the Library
     o Gifts to the Library
     o Patron Conduct
     o Cell Phone Policy
     o Proctoring Policy
     o Volunteer Policy
     o Identity Protection Policy
     o Illinois Freedom of Information Act
     o USA Patriot Act and Policy
     o Replacement Policy
IX. Topics for Future Discussion

X. Adjournment

Date for next Regular Meeting – April 19, 2022
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
      o Operations Budget
      o 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
      o Computer Use Policy*
      o Internet Policy*
      o Laptop Checkout Policy*
      o Social Netowrk Policy
      o 3-D Printing Policy
      o Mobile Hotspot Policy
      o Photocopy Machine Policy*
      o Banking Policy
      o Petty Cash Policy*
      o Purchasing Policy*
      o Credit Card Policy
      o Chredit Card Machine Security Policy
      o Non-Funding Clause Policy

IX. Topics for Future Discussion

X. Adjournment

Date for next Regular Meeting – May 17, 2022
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
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
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
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
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