

**Glen Carbon Centennial Library District  
Special Board Meeting Agenda  
Tuesday, January 10, 2023 at 6:00 p.m.  
Glen Carbon Centennial Library Conference Room  
198 South Main St.  
Glen Carbon, Illinois 62034**

- I. Call to Order and Roll Call
- II. Recognition of Visitors and Public Comment
- III. Approval of Building Insurance Policy
- IV. Adjournment  
Date for next Regular Meeting – January 17, 2023

**Glen Carbon Centennial Library District  
Board Meeting Agenda  
Tuesday, January 17, 2023 at 6:00 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 minutes:
      - 12/6/22 Board Minutes
  - IV. Correspondence and Communications
  - V. Treasurer's Report – David Boduch
    - A. November, 2022 Financials
    - B. November, 2022 Transfers
    - C. December, 2022 Financials
    - D. December, 2022 Transfers
  - VI. Reports of Standing Committees
    - A. Finance Committee – David Boduch
    - B. Personnel Committee – Cody Jeter
      - Library Director's Evaluation – Closed Discussion Pursuant to Sections 2C1 – Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees.
    - C. Building Committee – Dave Klingensmith
  - VII. Unfinished Business –
  - VIII. New Business –
    - Ordinance 23-1 Library Board Meeting Dates for 2023
    - Semiannual Review of Closed Meeting Minutes
    - Resolution to Authorize Property Tax Abatement for Ameren Lot 1b Final Plat of Minor Subdivision of Lot 1 of Bluffview Commerce Park Subdivision
    - Personnel Policy Review
      - Welcome to the Staff
      - Duties and Responsibilities of All Staff Memvrs
      - Code of Ethics for Library Employees
      - Dress Code
      - Exempt and Non-Exempt Position Policy
      - Grievance Policy
      - Health Insurance
      - Immigration Compliance Policy
      - IMRF-Illinois Municipal Retirement Fund
      - Inclement Weather
      - Meal & Break Policy
  - IX. Topics for Future Discussion
  - X. Adjournment
- Date for next Regular Meeting – February 21, 2023

**Glen Carbon Centennial Library District  
Board Meeting Agenda  
Tuesday, February 21, 2023 at 6:00 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
  - D. Director's Report – Christine Gerrish
  - E. Reports of Youth Services and Circulation
  - F. Approval of Board minutes:
    - 1/10/23 Special Board Minutes
    - 1/17/23 Board Minutes
- IV. Correspondence and Communications
- V. Treasurer's Report – David Boduch
  - E. January, 2023 Financials
  - F. January, 2023 Transfers
- VI. Reports of Standing Committees
  - D. Finance Committee – David Boduch
  - E. Personnel Committee – Cody Jeter
    - Library Director's Evaluation – Closed Discussion Pursuant to Sections 2C1 – Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees.
  - F. Building Committee – Dave Klingensmith
    - Carpeting Project
- VII. Unfinished Business –
- VIII. New Business –
  - Change in Regular Meeting Dates
  - Transfer of unspent funds from FY2021-2022 to Reserve Account
  - Review First Drafts of Operations and Personnel Budgets
  - Personnel Policy Review
    - Nepotism
    - Overtime Pay
    - Sexual Harassment Policy
    - Family and Medical Leave Act Policy
    - Bereavement Leave
    - Holiday Pay
    - Jury Duty
    - Personal Leave (Absence without pay)
    - Sick Leave
    - Vacation Leave
    - Vacation Policy
- IX. Topics for Future Discussion
- X. Adjournment
  - Date for next Regular Meeting – March 21, 2023 (Changed to March 28)

**Glen Carbon Centennial Library District**  
**Board Meeting Agenda**  
**Tuesday, March 28, 2023 at 6:00 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
  - G. Director's Report – Christine Gerrish
  - H. Reports of Youth Services and Circulation
  - I. Approval of Board minutes:
    - 2/21/23 Board Minutes
- IV. Correspondence and Communications
- V. Treasurer's Report – David Boduch
  - G. February, 2023 Financials
  - H. February, 2023 Transfers
- VI. Reports of Standing Committees
  - G. Finance Committee – David Boduch
  - H. Personnel Committee – Cody Jeter
  - I. Building Committee – Dave Klingensmith
    - Carpeting Project
- VII. Unfinished Business –
- VIII. New Business –
  - Review Drafts of Operations and Personnel Budgets
  - Renewal of Employee Health Insurance through United Healthcare
  - Personnel Policy Review
    - Sick Leave
    - In Person Training and Meetings
    - Professional Conferences and Workshop Policy
    - Travel Expense Control Policy
    - Tuition Reimbursement Policy
    - Probationary Period Policy
    - Promotions
    - Staff Performance Evaluation
    - Dismissal Policy
    - Layoff
    - Resignation
- IX. Topics for Future Discussion
- X. Adjournment
  - Date for next Regular Meeting – April 25, 2023

**Glen Carbon Centennial Library District  
Personnel Committee Meeting Agenda  
Tuesday, April 4, 2023 at 6:00 p.m.  
Glen Carbon Centennial Library Conference Room  
198 South Main St.  
Glen Carbon, Illinois 62034**

- I. Call to Order and Roll Call
- II. Recognition of Visitors and Public Comment
- III. Evaluation Instrument for Director
  - Board Evaluation
  - Staff Evaluation
- IV. Adjournment

**Glen Carbon Centennial Library District  
Board Meeting Agenda  
Tuesday, April 25, 2023 at 6:00 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
    - Director's Report – Christine Gerrish
    - Reports of Youth Services and Circulation
    - Approval of Board minutes:
      - 3/28/23 Board Minutes
  - IV. Correspondence and Communications
  - V. Treasurer's Report – David Boduch
    - March, 2023 Financials
    - March, 2023 Transfers
  - VI. Reports of Standing Committees
    - Finance Committee – David Boduch
    - Personnel Committee – Cody Jeter
    - Building Committee – Dave Klingensmith
      - Carpeting Project
  - VII. Unfinished Business –
    - Sick Leave Policy
    - Review Drafts of Operations and Personnel Budgets
  - VIII. New Business –
    - Appointment of Interim President and Vice President
    - Ordinance 23-2 Annexation of Gloria Place Lot 1
    - Teen Study Room Mural
    - Homecoming 2023
  - IX. Topics for Future Discussion
  - X. Adjournment
- Date for next Regular Meeting – May 23, 2023

**Glen Carbon Centennial Library District  
Board Meeting Agenda  
Tuesday, May 23, 2023 at 6:00 p.m.  
Glen Carbon Centennial Library Community Room  
198 South Main St.  
Glen Carbon, Illinois 62034**

- V. Call to Order and Roll Call
- VI. Swearing in of New Members Carla Elliff and Jacqueline Day
- VII. First Meeting of the Decennial Committee
  - Call to Order
  - Appointment of Members of the Public, Kathryn Dortch and Ashley Walden
  - Review of the Decennial Report Form
  - Set Schedule of Next Decennial Committee Meeting
  - Adjournment of the Decennial Committee Meeting
- VIII. Recognition of Visitors and Public Comment
- IX. Consent Agenda
  - J. Director's Report – Christine Gerrish
  - K. Reports of Youth Services and Circulation
  - L. Approval of Board minutes:
    - 4/6/23 Personnel Committee Minutes
    - 4/25/23 Board Minutes
- X. Correspondence and Communications
- XI. Treasurer's Report – David Boduch
  - I. April, 2023 Financials
  - J. April, 2023 Transfers
- XII. Reports of Standing Committees
  - J. Finance Committee – David Boduch
  - K. Personnel Committee – Cody Jeter
    - Director Evaluation and Salary for 2023-2024
      - Closed Discussion Pursuant to Sections 2C1 – Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees.
  - L. Building Committee – Dave Klingensmith
    - Carpeting Project
- XIII. Unfinished Business –
  - FY 2023-2024 Operations Budget
  - FY 2023-2024 Personnel Budget
  - Teen Study Room Mural Wall A Design
- XIV. New Business –
  - Possibly Close Library on April 8, 2024 due to Low Staffing
  - Add Edwardsville Museum Pass to Loan Policy
  - Nonresident Fee for FY 2023-2024
- XV. Topics for Future Discussion
- XVI. Adjournment
  - Date for next Regular Meeting – June 27, 2023

**Glen Carbon Centennial Library District  
Board Meeting Agenda  
Tuesday, May 30, 2023 at 6:00 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. Review and Approve bids for Flooring Replacement
- IV. Adjournment  
Date for next Regular Meeting – June 27, 2023





**Glen Carbon Centennial Library District  
Board Meeting Agenda  
Tuesday, June 27, 2023 at 6:00 p.m.  
Glen Carbon Centennial Library Community Room  
198 South Main St.  
Glen Carbon, Illinois 62034**

- XVII. Call to Order and Roll Call
- XVIII. Recognition of Visitors and Public Comment
- XIX. Consent Agenda
  - M. Director's Report – Christine Gerrish
  - N. Reports of Youth Services and Circulation
  - O. Approval of Board minutes:
    - 5/23/23 Board Minutes
    - 5/30/23 Special Board Minutes
- XX. Correspondence and Communications
- XXI. Treasurer's Report – David Boduch
  - K. May, 2023 Financials
  - L. May, 2023 Transfers
- XXII. Reports of Standing Committees
  - M. Finance Committee – David Boduch
  - N. Personnel Committee – Cody Jeter
  - O. Building Committee – Dave Klingensmith
    - Flooring Project
- XXIII. Unfinished Business –
  - FY 2023-2024 Personnel Budget
  - Rescind 23-2 Ordinance Annexing Territory
- XXIV. New Business –
  - 23-2 Ordinance Annexing Territory
  - 23-3 Building and Maintenance Tax Ordinance
  - Administrative Assistant/Bookkeeper Position
  - Election of Officers
  - Committee Assignments
- XXV. Topics for Future Discussion
- XXVI. Adjournment
  - Date for next Regular Meeting – July 25, 2023

**Glen Carbon Centennial Library District  
Board Meeting Agenda  
Tuesday, July 25, 2023 at 6:00 p.m.  
Glen Carbon Centennial Library Conference Room  
198 South Main St.  
Glen Carbon, Illinois 62034**

- V. Call to Order and Roll Call
- VI. Recognition of Visitors and Public Comment
- VII. Update on Flooring Project by Jamie Henderson, Architect
- VIII. Consent Agenda
  - P. Director's Report – Christine Gerrish
  - Q. Reports of Youth Services and Circulation
  - R. Approval of Board minutes:
    - 6/27/23 Board Minutes
- IX. Correspondence and Communications
- X. Treasurer's Report – David Boduch
  - M. June, 2023 Financials
  - N. June, 2023 Transfers
- XI. Reports of Standing Committees
  - P. Finance Committee – David Boduch
  - Q. Personnel Committee – Cody Jeter
  - R. Building Committee – Dave Klingensmith
    - Flooring Project
- XII. Unfinished Business –
  - Committee Assignments
- XIII. New Business –
  - Semiannual Review of Closed Minutes
  - Holiday Pay Policy
  - IPLAR Review
  - Strategic Plan
  - Begin B & A Ordinance Review
- XIV. Topics for Future Discussion
- XV. Adjournment
  - Date for next Regular Meeting – August 22, 2023