

Glen Carbon Centennial Library District
Board Meeting Agenda
Tuesday, January 23, 2024 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. Consent Agenda
 - A. Director's Report – Christine Gerrish
 - B. Reports of Youth Services and Circulation
 - C. Approval of Board minutes:
 - 11/28/23 Board Minutes
- IV. Correspondence and Communications
- V. Treasurer's Report – David Boduch
 - A. November, 2023 Financials
 - B. November, 2023 Transfers
 - C. December, 2023 Financials
 - D. December, 2023 Transfers
- VI. Reports of Standing Committees
 - A. Finance Committee – David Boduch
 - Long Range Business Plan
 - B. Personnel Committee – Cody Jeter
 - C. Building Committee – Jacqueline Day
 - Illinois Library Building Grant
 - Solar Panels
- VII. Unfinished Business –
- VIII. New Business –
 - Ordinance 24-1 Library Board Meeting Dates for 2024
 - Semiannual Review of Closed Meeting Minutes
 - Approve Payment Application of \$7,797.15 to Tiles in Style
 - Tuition Reimbursement
 - 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 Pandemic Sick Leave Policy
 - o Disposal of Surplus Inventory Policy
- IX. Topics for Future Discussion
- X. Adjournment
Date for next Regular Meeting – February 27, 2024

Glen Carbon Centennial Library District
Board Meeting Agenda
Tuesday, February 27, 2024 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. Consent Agenda
 - A. Director's Report – Christine Gerrish
 - B. Reports of Youth Services and Circulation
 - C. Approval of Board minutes:
 - 1/23/24 Board Minutes
- IV. Correspondence and Communications
- V. Treasurer's Report – David Boduch
 - A. January, 2024 Financials
 - B. January, 2024 Transfers
- VI. Reports of Standing Committees
 - A. Finance Committee – David Boduch
 - Long Range Business Plan
 - B. Personnel Committee – Cody Jeter
 - C. Building Committee – Jacqueline Day
 - Illinois Library Building Grant
 - Solar Panels
- VII. Unfinished Business –
- VIII. New Business –
 - Website Redesign – Review Quotes from Serpentine Web Services and Streamline
 - Library Logo Update for \$350.00 by Serpentine Web Services
 - UHC Health Insurance Plan Renewal
 - Close Grants Bank Account
 - General Policy Review
 - Loan Periods
 - Overdue Items
 - Interlibrary Loan Policy
 - Homebound Delivery
 - Materials Selection Policy
 - Library Cards
 - Reference Service Policy
 - Disabled Patrons
 - Service Animals in the Library
 - Gifts to the Library
 - Patron conduct
 - Cell Phone Policy
 - Photography and Videography Policy
 - Proctoring Policy
 - Volunteer Policy
 - Identity Protection Policy
 - Illinois Freedom of Information Act
 - USA Patriot Act and Policy

IX. Topics for Future Discussion

X. Adjournment

Date for next Regular Meeting – March 26, 2024

Glen Carbon Centennial Library District
Board Meeting Agenda
Tuesday, March 26, 2024 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. Decennial Committee Meeting to Review and Approve Decennial Report -
- IV. Consent Agenda
 - A. Director's Report – Christine Gerrish
 - B. Reports of Youth Services and Circulation
 - C. Approval of Board minutes:
 - 2/27/24 Board Minutes
 - 2/7/24 Finance Committee Minutes
 - 2/21/24 Personnel Committee Minutes
- V. Correspondence and Communications
- VI. Treasurer's Report – David Boduch
 - A. February, 2024 Financials
 - B. February, 2024 Transfers
- VII. Reports of Standing Committees
 - A. Finance Committee – David Boduch
 - B. Personnel Committee – Cody Jeter
 - Director Evaluation - Closed Session - Pursuant to Sections 2C1-Appointment, employment, compensation, discipline, performance or dismissal of specific employees.
 - C. Building Committee – Jacqueline Day
- VIII. Unfinished Business –
- IX. New Business –
 - Website Redesign – Review Quotes from Serpentine Web Services and Streamline
 - FY 2024-2025 Operations and Personnel Budgets - First Reading
 - Replace Water Fountain with Artesian Bottleless Water for \$65 per month
 - Book Drop
 - General Policy Review
 - o Computer Use Policy
 - o Internet Policy
 - o Laptop Checkout Policy
 - o 3-D Printing Policy
 - o Mobile Hotspot Policy
 - o Photocopy Machine Policy
 - o Banking Policy
 - o Petty Cash Policy
 - o Credit Card Policy
 - o Credit Card Machine Security Policy
 - o Non-Funding Clause Policy
 - o Purchasing Policy
- X. Topics for Future Discussion
- XI. Adjournment

Date for next Regular Meeting – April 23, 2024

Glen Carbon Centennial Library District
Board Meeting Agenda
Tuesday, April 23, 2024 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. Consent Agenda
 - A. Director's Report – Christine Gerrish
 - B. Reports of Youth Services and Circulation
 - C. Approval of Board minutes:
 - 3/26/24 Board Minutes
 - 3/26/24 Closed Session Minutes
 - 2/21/24 Personnel Committee Minutes
- IV. Correspondence and Communications
- V. Treasurer's Report – David Boduch
 - A. March, 2024 Financials
 - B. March, 2024 Transfers
- VI. Reports of Standing Committees
 - A. Finance Committee – David Boduch
 - B. Personnel Committee – Cody Jeter
 - Director Evaluation - Closed Session - Pursuant to Sections 2C1-Appointment, employment, compensation, discipline, performance or dismissal of specific employees.
 - C. Building Committee – Jacqueline Day
- VII. Unfinished Business –
- VIII. New Business –
 - FY 2024-2025 Operations and Personnel Budgets - Second Reading
 - Switching to AT&T Fiber Network
- IX. Topics for Future Discussion
 - Room Reservation Software
- X. Adjournment
Date for next Regular Meeting – May 28, 2024

Glen Carbon Centennial Library District
Board Meeting Agenda
Tuesday, May 28, 2024 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. Consent Agenda
 - A. Director's Report – Christine Gerrish
 - B. Reports of Youth Services and Circulation
 - C. Approval of Board minutes:
 - 4/23/24 Board Minutes
- IV. Correspondence and Communications
- V. Treasurer's Report – David Boduch
 - A. April, 2024 Financials
 - B. April, 2024 Transfers
- VI. Reports of Standing Committees
 - A. Finance Committee – David Boduch
 - B. Personnel Committee – Cody Jeter
 - Director Evaluation - Closed Session - Pursuant to Sections 2C1-Appointment, employment, compensation, discipline, performance or dismissal of specific employees.
 - C. Building Committee – Jacqueline Day
- VII. Unfinished Business –
 - FY 2024-2025 Operations Budget
 - FY 2024-2025 Personnel Budget
 - Switching to AT&T Fiber Network
- VIII. New Business –
 - Switching Telephones to SnapCom
 - Library Bank Accounts
 - Job Description for Adult Services Director
 - Job Description for Circulation Manager
 - Homecoming 2024
 - 24-2 Resolution to Include Compensation Paid Under an Internal Revenue Code Section 125 as IMRF Earnings
- IX. Topics for Future Discussion
 - Novelist Plus
 - Room Reservation and Calendar Software from LibraryCalendar
- X. Adjournment
Date for next Regular Meeting – June 25, 2024

Glen Carbon Centennial Library District
Board Meeting Agenda
Tuesday, June 25, 2024 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. Consent Agenda
 - A. Director's Report – Christine Gerrish
 - B. Reports of Youth Services and Circulation
 - C. Approval of Board minutes:
 - 5/28/24 Board Minutes
- IV. Correspondence and Communications
- V. Treasurer's Report – David Boduch
 - A. May, 2024 Financials
 - B. May, 2024 Transfers
- VI. Reports of Standing Committees
 - A. Finance Committee – David Boduch
 - B. Personnel Committee – Cody Jeter
 - C. Building Committee – Jacqueline Day
- VII. Unfinished Business –
 - Library Bank Accounts
- VIII. New Business –
 - 24-3 Building and Maintenance Ordinance
 - 2024-2025 Nonresident Fee
 - Upgrade to Novelist Select
 - Room Reservation and Calendar Software from LibraryCalendar
- IX. Topics for Future Discussion
 - People Counter
 - Room Reservation Software
 - Library Bank Accounts
 - Solar Panels
- X. Adjournment
Date for next Regular Meeting – July 23, 2024

Glen Carbon Centennial Library District
Board Meeting Agenda
Tuesday, July 23, 2024 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. Consent Agenda
 - A. Director's Report – Christine Gerrish
 - B. Reports of Youth Services and Circulation
 - C. Approval of Board minutes:
 - 6/25/24 Board Minutes
 - 7/9/24 Special Board Minutes
- IV. Correspondence and Communications
- V. Treasurer's Report – David Boduch
 - A. June, 2024 Financials
 - B. June, 2024 Transfers
- VI. Reports of Standing Committees
 - A. Finance Committee – David Boduch
 - B. Personnel Committee – Cody Jeter
 - C. Building Committee – Jacqueline Day
- VII. Unfinished Business –
 - Room Reservation and Calendar Software - Not to exceed \$5000.00
 - Moving Library Bank Accounts
 - Preparation for Solar Panel Project
- VIII. New Business –
 - Semiannual Closed Minute Review
 - People Counter - Purchase New People Counter, not to exceed \$2000.00
 - Remove Humidifier by Kane for \$1250.00
 - Vacation Policy and Procedure Change
 - Meeting Room Policy Change
 - Study Room Policy Change
- IX. Topics for Future Discussion
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- X. Adjournment
Date for next Regular Meeting – August 27, 2024

Glen Carbon Centennial Library District
Board Meeting Agenda
Tuesday, August 27, 2024 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. Consent Agenda
 - A. Director's Report – Christine Gerrish
 - B. Reports of Youth Services and Circulation
 - C. Approval of Board minutes:
 - 7/23/24 Board Minutes
- IV. Correspondence and Communications
- V. Treasurer's Report – David Boduch
 - A. June, 2024 Financials
 - B. July, 2024 Financials
 - C. July, 2024 Transfers
- VI. Reports of Standing Committees
 - A. Finance Committee – David Boduch
 - B. Personnel Committee – Cody Jeter
 - C. Building Committee – Jacqueline Day
- VII. Unfinished Business –
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- VIII. New Business –
 - Transfer Unused Funds to Reserve Account
 - Humidifier and Plumbing Work - Not to Exceed \$8,410.00
 - Approve Henderson Architects Quote for Solar Panel Project Management for \$21,430.00
 - 24-4 Budget & Appropriation Ordinance - 1st Reading
- IX. Topics for Future Discussion
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- X. Adjournment
Date for next Regular Meeting – September 24, 2024

Glen Carbon Centennial Library District
Board Meeting Agenda
Tuesday, September 24, 2024 at 6:00 p.m.
Glen Carbon Centennial Library Conference Room
198 South Main St.
Glen Carbon, Illinois 62034

- I. Budget & Appropriation Hearing
- II. Call to Order and Roll Call of the Regular Meeting
- III. Recognition of Visitors and Public Comment
- IV. Consent Agenda
 - A. Director's Report – Christine Gerrish
 - B. Reports of Youth Services and Circulation
 - C. Approval of Board minutes:
 - 8/27/24 Board Minutes
- V. Correspondence and Communications
- VI. Treasurer's Report – David Boduch
 - A. August, 2024 Financials
 - B. August, 2024 Transfers
- VII. Reports of Standing Committees
 - A. Finance Committee – David Boduch
 - B. Personnel Committee – Cody Jeter
 - C. Building Committee – Jacqueline Day
- VIII. Unfinished Business –
 - 24-4 Budget & Appropriation Ordinance - 2nd Reading
- IX. New Business –
 - 2024 Records Disposal Certificate
 - Change Order Request #1 from Kehrer Roofing to Replace Leaking Roof and Decking for \$37,913.98
 - Replace Video Surveillance Equipment from George Alarm for \$7,910.00
 - Addition of Juneteenth to the List of Holidays
- X. Topics for Future Discussion
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- XI. Adjournment

Date for next Regular Meeting – October 23, 2024

**Glen Carbon Centennial Library District
Board Meeting Agenda
Tuesday, October 22, 2024 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. Consent Agenda
 - A. Director's Report – Christine Gerrish
 - B. Reports of Youth Services and Circulation
 - C. Approval of Board minutes:
 - 9/24/24 Board Minutes
- IV. Correspondence and Communications
- V. Treasurer's Report – David Boduch
 - A. September, 2024 Financials
 - B. September, 2024 Transfers
- VI. Reports of Standing Committees
 - A. Finance Committee – David Boduch
 - B. Personnel Committee – Cody Jeter
 - C. Building Committee – Jacqueline Day
- VII. Unfinished Business –
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- VIII. New Business –
 - 24-5 Tax Levy Ordinance
 - Review Illinois Library State Standards
- IX. Topics for Future Discussion
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- X. Adjournment
Date for next Regular Meeting – November 26, 2024

Glen Carbon Centennial Library District
Board Meeting Agenda
Tuesday, November 26, 2024 at 6:00 p.m.
Glen Carbon Centennial Library ~~Conference~~ 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:
 - 10/22/24 Board Minutes
- IV. Correspondence and Communications
- V. Treasurer's Report – David Boduch
 - A. October, 2024 Financials
 - B. October, 2024 Transfers
- VI. Reports of Standing Committees
 - A. Finance Committee – David Boduch
 - B. Personnel Committee – Cody Jeter
 - C. Building Committee – Jacqueline Day
 - Roof Update
 - Solar Update
- VII. Unfinished Business –
 - Change Order Request #1 from Kehrer Roofing to Replace Leaking Roof and Decking for \$37,913.98
 - Solar Project Status
 - Book Drop Status
- VIII. New Business –
 - Switch to Gallagher for Insurance Broker
 - Renewal Plan for Library CDs
- IX. Topics for Future Discussion
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- X. Adjournment
Date for next Regular Meeting – January 28, 2024