

Glen Carbon Centennial Library District  
Board of Trustees  
Search Committee Meeting

February 19, 2016  
4:30 PM  
Community Room

- I. Review Finalists and Chose Final Candidate
- II. Adjourn

Search Committee-Glen Carbon Centennial Library District  
Minutes February 19, 2016  
4:30 PM

Meeting called to order at 4:33 PM.

In attendance: Deborah Owen, Chair, Anne Link, Bob Paty and Kathy Dortch (ex officio)  
Committee heard from two staff representatives (Ashley Thomas and Joyce Bringenberg) with an overview of their interviews with two more finalists.

Discussion followed of all four finalists by the committee.

Committee unanimously agreed on a final candidate. The recommended finalist will be presented to the Board at their Feb. 22, 2016 meeting. Final details of an offer will be voted on at same meeting.

Meeting adjourned at 5:45PM

Respectfully submitted,

Deborah Owen  
Chair, Search Committee

Glen Carbon Centennial Library District  
Board of Trustees  
Personnel Committee Meeting

March 28, 2016  
5:30 PM  
Community Room

- III. Evaluation Forms and Schedule
- IV. Director's Orientation
- V. Goals of the Personnel Committee
- VI. Adjourn

Glen Carbon Centennial Library District  
Board of Trustees  
Personnel Committee Minutes  
March 28, 2016

Meeting called to order at 5:40 pm by Deborah Owen, Chair.

Present: Committee members Anne Link and Amy Gabriel.

Committee reviewed four styles of performance evaluation forms. Committee agreed upon the Six Mile Regional LD form. Amy will edit and it will be presented at the April board meeting for approval.

The Board will let the Personnel Committee handle the one month evaluation, but at three and five months will give their input.

Tentative timeline for the probationary reviews are: May 9, July 5, and Sept. 6, 2016.

Committee also discussed the manner in which we would do the Director's evaluation. The first month will be informal. We would seek the managers input at the three and five month marks. The Director will do a self evaluation at five months and then annually. The instrument for the self evaluation will be the same one used previously.

Committee decided to table discussion on how the annual evaluation would be performed until later.

An overview of the new Director's orientation was reviewed.

A brief discussion of the Personnel Committee's goals were discussed and include revision of the Personnel Manual, asking the Director to propose a salary schedule and assisting the Director in reviewing all job descriptions and reviewing the library's short and long term personnel needs.

Motion to adjourn at 6:40 pm. Motion passed on a consensus vote.

Respectfully submitted,

Deborah Owen, Chair

**Glen Carbon Centennial Library District  
Building Committee Meeting Agenda  
Monday, April 25, 2016 at 7:00 p.m.  
Study Room**

Call to Order

Roll Call

Recognition of Visitors –

Develop a product and services bidding process to be submitted to the full Board

Review and modify as necessary the Building repair/replace document and consider budget impacts for products and services needed in the next fiscal year

Adjournment

GLEN CARBON CENTENNIAL LIBRARY BOARD  
BUILDING COMMITTEE Minutes  
April 25, 2016

Call to order: 7:03pm

Roll Call: Kevin Tellor, Robert Hormell

Recognition of Visitor: Library Director - Christine Gerrish

Discussion concerning the development of a procurement process for GCCLD was held. Two documents were used as the source materials: (1) a document developed by the chair and (2) a document provided by Deborah Owen. After much discussion the Owen document was modified and will be provided to the full Board for review, comment and change as appropriate.

In the interest of time the discussion of budgetary issues was postponed to May 10.

Motion to adjourn the meeting at 8:40pm.

Date for next meeting - May 10, 2016 at 6pm

Respectfully submitted.

Robert L Hormell

**Glen Carbon Centennial Library District  
Building Committee Meeting Agenda  
May 10, 2016 at 6:00 p.m.  
Study Room**

Call to Order

Roll Call

Recognition of Visitors –

New Business –  
Review Purchasing Policy

Discuss Security Camera System

Discuss Tuckpointing Project

Discuss Lighting Issues

Discuss HVAC Maintenance

Adjournment

Minutes  
Glen Carbon Centennial Library District  
Building Committee  
May 10, 2016

Called to order at 5:56pm

Role Call Kevin Teller, Robert Hormell

Recognition of visitor Christine Gerrish - Library Director

Discussed and changed the Purchasing Policy as of 2016-05-10

Discussed camera security issue as well as faulty lock situation

- Will take bids for replacement of the security camera environment
- Push bar plus locking mechanism replacement for front doors towards parking lot and children's door

Discussed the necessity of proceeding with the recommendation for tuck pointing, crack filling, and other window sealing

Discussed lighting issues and possible actions to take before the end of this fiscal year

Discussed hvac maintenance before end of year

Adjourned at 7:27pm

Respectfully submitted

Robert Hormell



**Glen Carbon Centennial Library  
Finance Committee Meeting  
May 20,2016 @ 10am  
Library Community Room  
Agenda**

1. Open Meeting
2. Recognize Visitors
3. Financial Reporting Revisions
4. 2014 & 2015 End of Year Balance Transfers
5. Reserve Fund Balance Plan
6. Preliminary 2016-2017 Review
7. Set next meeting date and time
8. Old Business
9. New Business
10. Close Meeting

Glen Carbon Centennial Library District  
Board of Trustees  
Finance Committee

May 20, 2016

Meeting called to order at 10:01 AM.

In attendance: Bob Paty, Chair

Bob Hormell

Deborah Owen

Christine Gerrish, Library Director

Discussion as to how to simplify the financial reporting to the Board of Trustees. Several reports will be combined. A sample report was presented by the Director. Colors will be added to highlight certain columns. It was agreed that the line items still need to be refined. The Finance Committee will continue to get all reports. The Board will receive the new YTD and Transaction reports.

End of year balances. After discussion, the committee agreed that the Director should do the transfers as required and inform the board after the fact of the transfers.

The Director recommended that the Per Capita Grant account be closed. This will require Board action.

The Special Reserve Fund ordinance was discussed. This will require Board action at the June meeting.

The preliminary FY16/17 budget was reviewed. It will be presented to the Board at the next meeting.

Next Finance Committee meeting set for Thursday June 2, 2016 at 1:30 PM.

Meeting Adjourned 12:07 PM

Respectfully submitted

— Deborah Owen

**Glen Carbon Centennial Library District  
Building Committee Meeting Agenda  
Tuesday, May 24, 2016 at 6:00 p.m.**

Call to Order

Roll Call

Recognition of Visitors –

Review and modify as necessary the Building repair/replace document and consider budget impacts for products and services needed in the next fiscal year as well as future years

Adjournment

Minutes  
Glen Carbon Centennial Library District  
Building Committee  
May 24, 2016

Called to order at 6:00pm

Role Call

Kevin Teller, Robert Hormell

Recognition of visitor Christine Gerrish - Library Director

Discussed possible actions to take yet this fiscal year-agreed to proceed with faucet replacement

Camera replacement for next year due to cost unless there is money available after all transfers have been made

Christine will be determining the tuck-pointing issue with the architect.

Adjourned at 7:00pm

Respectfully submitted

Robert Hormell

Glen Carbon Centennial Library District  
Board of Trustees  
Personnel Committee Meeting

May 25, 2016  
5:30 PM  
Community Room

- I. Evaluations (Christine)
- II. Discussion of personnel budget for FY16-17
- III. Illinois Municipal Retirement Fund (IMRF) (Christine)
- IV. Discuss goals for FY 2016-17 and beyond (Christine)

Glen Carbon Centennial Library District  
Board of Trustees  
Personnel Committee

Minutes May 25, 2016

Meeting called to order at 5:25 pm by Deborah Owen, Chair.

Present: Committee members Anne Link and Amy Gabriel. Library Director Christine Gerrish.

Committee reviewed with Library Director recent staff evaluations. Ms. Gerrish shared the methodology and outcomes. Personnel Chair then summarized the one month review of the Library Director, after Ms. Gerrish was asked to briefly leave the meeting.

A draft of the FY 16/17 Personnel Budget with proposed raises was presented by the Director. The committee looked at adding an overtime pay line item in light of a recent amendment to the Fair Labor Standards Act. The draft will go to the Finance Committee meeting of June 2nd.

The Director presented a change in who gets Holiday Pay as per policy. The committee recommended this be put on the Board May 31 agenda.

The Director presented a change in sick leave policy to include all PTE (except temporary). The committee recommended this be put on the Board May 31s agenda.

(Amy Gabriel had to leave the meeting at 6:20 pm)

IMRF funding was discussed and it was recommended to lower the levy for FY17/18.

A brief discussion of the Personnel Committee's goals ensued and include revision of the Personnel Manual, working with the Director on a salary schedule and assisting the Director in regular reviewing all job descriptions.

Motion to adjourn at 6:55 pm. Motion passed on a consensus vote.

Respectfully submitted,

Deborah Owen, Chair

**Glen Carbon Centennial Library**

**Finance Committee Meeting**

**June 2,2016 @ 1:30 pm**

**Library Community Room**

**Agenda**

1. Open Meeting
2. Recognize Visitors
3. 2016-2017 Review
4. Set next meeting date and time
5. Old Business
6. New Business

Close Meeting

Glen Carbon Centennial Library District  
Board of Trustees  
Finance Committee  
June 2, 2016

Meeting called to order at 1:36 PM.

In attendance: Bob Paty, Chair Bob Hormell Deborah Owen Christine Gerrish, Library Director

The preliminary FY16/17 budget was reviewed. It will be presented to the Board at the next meeting for final approval.

No date set for next Finance Committee.

Meeting Adjourned 2:50 PM

Respectfully submitted,

Bob Paty



Glen Carbon Centennial Library District  
Board of Trustees  
Personnel Committee Meeting

July 14, 2016  
6:00 PM  
Community Room

I. Three month evaluation of Library Director

Glen Carbon Centennial Library District  
Board of Trustees  
Personnel Committee Meeting

Minutes July 14, 2016

Meeting called to order at 6:12 pm by Deborah Owen, Chair.

Present: Committee members Anne Link and Amy Gabriel.

Also present: Christine Gerrish, Director and Kathy Dortch, ex officio

Ms. Gerrish was asked to step out. Amy Gabriel moved and Anne Link seconded that the Committee go into closed session to discuss the three month performance of the Director (Section 2 (c.) (1) at 6:12 pm. Consensus vote.

Committee came out of closed session at 6:35 pm with a motion by Amy Gabriel and a second by Anne Link. Consensus vote.

A written summary of the three month evaluation was given to the Director.

Adjournment 6:45 pm. Consensus vote.

Respectfully submitted,

Deborah Owen, Chair

Glen Carbon Centennial Library District  
Board of Trustees  
Bylaws Committee Meeting

October 25, 2016  
4:30 PM  
Community Room

- I. Review and Update Bylaws
- II. Adjourn

Glen Carbon Centennial Library District  
Board of Trustees  
Bylaws Committee Meeting  
Minutes October 25, 2016

Meeting called to order at 4:30 pm by Deborah Owen, Chair.

Present: Committee members Robert: Hormetl and Kevin Teller.

Also present: Christine Gerrish, Library Director and Kathy Dortch, President and ex officio.

Committee began review of draft versions of new bylaws with plans to present to Board at January meeting.

Committee to continue review of bylaws on Nov. 1, 2016 at 4:30 pm

Mr. Hormell moved to adjourn at 5:40 pm, seconded by Kevin Teller. Motion passed unanimously.

Respectfully submitted,

Deborah Owen, Chair

Glen Carbon Centennial Library District  
Board of Trustees  
Bylaws Committee Meeting

November 1, 2016  
4:30 PM  
Community Room

- I. Review and Update Bylaws
- II. Adjourn

Glen Carbon Centennial Library District  
Board of Trustees  
Bylaws Committee Meeting Minutes  
November 1, 2016

Meeting called to order at 4:34 pm by Deborah Owen, Chair.

Present: Committee members Robert Hormell and Kevin Teller.

Also present: Christine Gerrish, Library Director and Kathy Dortch, President and ex officio.

Committee continued review of draft versions of new bylaws. The new draft version will be presented at the Nov. 10, 2016 Board meeting for it's first reading.

Mr. Hormell moved to adjourn at 5:00 pm, seconded by Kevin Teller. Motion passed unanimously.

Respectfully submitted

Deborah Owen, Chair