

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday, February 21, 2023 at 6:00 p.m.**

Call to Order: 6:00

Roll Call: David Boduch, Kathy Dortch, David Klingensmith, Cody Jeter, Marcella Starck, Kevin Tellor, Carrie Smith

Absent with Notice:

Visitors: Carla Elliff and Jackie Day

Christine Gerrish (Director)

Consent Agenda:

- Motion to approve the identified documents contained within the consent agenda made by David Boduch and seconded Kevin Tellor. Motion carried with one abstention.

Communications –

Treasurer's Report – David Boduch

- Motion to approve the January, 2023 financials made by David Boduch and seconded by David Klingensmith. Roll Call: David Boduch, Kathy Dortch, David Klingensmith, Cody Jeter, Marcella Starck, Kevin Tellor, Carrie Smith. Motion carried unanimously.
- Motion to approve the January, 2023 transfers of Social Security= \$2041.16, IMRF = \$1,323.57, Building = \$9,785.70, Insurance = \$9,393.04, and Audit = \$4,900.00 made by David Boduch and seconded by Marcella. Roll Call: David Boduch, Kathy Dortch, David Klingensmith, Cody Jeter, Marcella Starck, Kevin Tellor, Carrie Smith. Motion carried unanimously .

Finance Committee – David Boduch

- Discussion of the reserve account analysis.

Personnel Committee – Cody Jeter

- Library Director Evaluation - Closed Discussion Pursuant to Sections 2C1 - Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees.
 - Motion to go into closed session made by Cody Jeter and seconded by David Boduch. Motion carried unanimously.
 - Motion to leave closed session made by Kevin Tellor and seconded by Cody Jeter. Motion carried unanimously.

Building Committee – David Klingensmith

- Discussion of carpeting project
- Discussion of roofing plan

Unfinished Business –

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New Business –

- Change in Regular Meeting Dates
 - Motion to change recurring meeting to fourth tuesday of the month at 6:00pm made by David Boduch and seconded by Cody Jeter. Motion carried with two abstentions.
- Transfer of unspent funds from FY2021-2022 to Reserve Account
 - Motion to move unspent funds from FY21-22 to reserve account made by David Boduch and 2nd by Marcella Starck. Roll Call: Kathy Dortch, Marcella Starck, Cody Jeter, Kevin Tellor, David Boduch, David Klingensmith, Carrie Smith. Motion carried unanimously .
- Review First Drafts of Operations and Personnel Budgets
- Personnel Policy Review
- Nepotism
- Overtime Pay
- Sexual Harassment Policy
- Family and Medical Leave Act Policy
- Funeral Leave
- Holiday Pay
- Jury Duty
- Personal Leave (Absence without pay)
- Sick Leave
- Vacation Leave
- Vacation Policy
 - Motion to approve the personnel policy with the updates to the sexual harassment and vacation policy made by Kevin Tellor and seconded by David Boduch. Motion carried unanimously.

Topics for Future Discussion –

Adjournment –

Motion to adjourn the meeting at 7:33. Motion made by Kevin Tellor and seconded by Carrie Smith. Motion carried unanimously.

Date for next Regular Meeting – March 21, 2023