

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday, MARCH 26 at 6:00 p.m.**

Call to Order: 6:02

Roll Call: David Boduch, Carla Elliff, David Klingensmith, Carrie Smith, Cody Jeter,

Absent with Notice: Jackie Day, Kevin Tellor

Visitor(s): Kathy Dortch

Action Items: Decennial Committee Meeting to Review and Approve Decennial Report.

- Draft of Final report update by Christi. Motion to approve with revisions as proposed by David Boduch and seconded by Carla Elliff. No roll call. Unanimously approved.

Consent Agenda:

- Motion to approve the identified documents contained within the consent agenda, including February Board minutes, with corrections, made by Dave Boduch and seconded by Cody Jeter. Motion carried unanimously.

Communications:

- Highlights from newspaper, village has noted the library is providing entertainment for homecoming for the first time

Treasurer's Report – David Boduch

- Motion to approve the February 2024 financials made by Dave Boduch and seconded by Carla Elliff. Roll Call: Yes. Motion carried unanimously.
- Motion to approve the transfers of February 2024 Social Security= \$2,271.74, IMRF = \$1,474.75, Building = \$26,643.74, Insurance = \$8,939.68, and Reserve = \$9,397.15 made by Dave Boduch and seconded by Carrie Smith. Roll Call: Yes. Motion carried unanimously.

Finance Committee – David Boduch

- Provided overview of financials.

Personnel Committee – Cody Jeter

- Director Evaluation - Closed Session - Pursuant to Sections 2C1-Appointment, employment, compensation, discipline, performance or dismissal of specific employees.
- 6:24 motion to go into closed session to go over results of the Directors evaluation was made by Dave Boduch and seconded by Cody Jeter. Motion carried unanimously.
- 7:13 open session - Tabled Director Evaluation to April meeting when absent board members are available. Christi to do self-evaluation. Jackie Day and Kevin Tellor to be provided with evaluation results prior to the April meeting. Mid-April meeting with Cody Jeter, Carrie Smith and Christi with another closed session.

Building Committee – Christine Gerrish

- Building projects completed at this time. On standby for roof and solar panels grant award notification.

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Unfinished Business:

- Carrie provided an update on a previously emailed complaint.

New Business:

- **Website Redesign** – Review Quotes from Serpentine Web Services and Streamline Serpentine response to additional requests was favorable - Motion to approve by Dave Boduch as outlined in proposal (\$2400 plus \$250) seconded by Carla Elliff.
- **FY 2024-2025 Operations and Personnel Budgets - First Reading**
Overview of operations and Personnel Budgets. Proposed Personnel Budget include the addition of Administrative Assistant position and the last minimum wage increase. Mention was made to increase staff recognition opportunities/employee appreciation. Board to approve Operations Budget after hearing a decision on the Solar Grant. Plan is to approve the budget in May but no later than June.
- **Replace Water Fountain with Artesian Bottleless Water** for \$65 per month.
Fixture will be installed on the waterline, completely replacing the water fountain. The water is filtered and can be used to help keep the Keurig clean. It is a relatively small cost for employee satisfaction and can possibly be installed within the week. Room in the budget to do it now. Motion made by Dave Boduch to install Artesian Bottle Machine at the cost of \$100 up front and \$65/month starting in April. Second by Cody Jeter. Roll call: yes. Unanimously approved.
- **Book Drop** - Discussion on how to improve the appearance of the book return. Multiple options were discussed. Original vendor has stated they would pay to have it coated and/or wrapped but they are on the East Coast. They also stated they would send a wrap and we can have someone local install it. Board recommendation for Director to approve logo and approve expense and have the current window graphics company install the wrap. If further discussion is warranted it will be added to the May Board Meeting Agenda.
- **General Policy Review**
 - Computer Use Policy*
 - Internet Policy
 - Laptop Checkout Policy*
 - 3-D Printing Policy
 - Mobile Hotspot Policy
 - Photocopy Machine Policy
 - Banking Policy*
 - Petty Cash Policy*
 - Credit Card Policy*
 - Credit Card Machine Security Policy*
 - Non-Funding Clause Policy*
 - Purchasing Policy

Motion to approve policies as reviewed and edited by Dave Boduch and seconded by Carla Elliff. Roll Motion carried unanimously.

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Topics for Future Discussion:

Internet Provider

Banking

Director Evaluation

Personnel Committee Minutes

Adjournment:

Motion to adjourn the meeting at 7:54 p.m. made by Carrie Smith and seconded by Cody Jeter. Motion carried unanimously.

Date for next Regular Meeting – April 23, 2024