

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday, February 27, 2024 at 6:00 p.m.**

Call to Order: 6:02

Roll Call:

Carla Elliff

Carrie Smith

Cody Jeter

David Boduch

David Klingensmith

Jackie Day

Kevin Tellor

Absent with Notice: N/A

Visitors: No Visitors to recognize, no public comment

Action Items: Jackie will be out for March meeting

Consent Agenda:

- Motion to approve the identified documents contained within the consent agenda, including minutes, made by Dave Boduch and seconded by Carla Elliff. Motion carried unanimously.

Communications:

- Thank you letters from the juvenile detention center where Sam visits were shared with Board members.
- APO chapter thank you letter for tour of library was shared with Board members.
- Letter of concern- complaint - 17 year old daughter couldn't check out book, card expired, no proof of address. Jackie sent a letter to acknowledge receipt of the complaint to let the patron know the policy was reviewed and it was followed. For future review - options to ensure patrons are aware of policy and that they have easy access to policy (i.e. QR Code to policy or laminated sheets with policy for viewing, referral to website, send postcard or informational bulletin The Communicator.

Treasurer's Report – David Boduch:

- Motion to approve the January 2024 financials made by David Boduch and seconded by Carla Elliff . Roll Call: Yes. Motion carried unanimously.
- Motion to approve the transfers of January 2024 Social Security= \$2,285.79, IMRF = \$1,404.81, Building = \$3,709.30, Insurance = \$1,217.49, and Reserve = \$124,988.67 made by Dave Boduch and seconded by Jackie Day. Roll Call: Yes. Motion carried unanimously. oddities on transfers, copier transfer prior month, insurance 393/364 transfer prior month.

Finance Committee – David Boduch

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- Long range business plans - Meeting with Dave, Carla and Christi, regarding total revenue. 2022 and 2023 corrected from last meeting. Long term plan high level preview by Dave Boduch. Enough income to cover expenses and we have a reserve account. This is looked at at least 2 x per year and around budget proposal time for the next fiscal year. David B suggests we keep track of new upcoming proposed expenses in a live spreadsheet. David Klingensmith - solar panels - suggestion - that we pursue solar panels grant or no grant.
David Boduch to add solar min/max to long range reports.
Reserve account is sufficiently funded

Personnel Committee – Cody Jeter

- sending out a survey for Director evaluation for calendar year 2023 at the end of this meeting. Put on agenda for next month - report from Cory, make a determination from there. first draft March meeting, fine tune in April, Finalize in May.
Cory will send out this evening for board and will send for staff next week.
closed meeting and suggestion for the next meeting agenda.

Building Committee – Jacqueline Day

- Illinois Library Building Grant - grant proposal went out. straight up solar - very supportive. Christi will call to find out the time frame. May know as soon as next month. Meeting will likely be in April. Christi provided basic information on grants and how they are awarded and which projects usually win awards.
- Solar Project - question around time frame for solar panel projects. Village permits will take time. 2 to 3 months is the timeframe. 1-2 days for installation, remainder will be in planning and permits and Ameren to shut off power before and after installation of panels. Coordinate closing for power outages.
- Tuck Pointing added to agenda for next meeting.
- Jackie would like to have building committee meetings in the future.

Unfinished Business -

- None

New Business –

- Website Redesign – Review Quotes from Serpentine Web Services and Streamline. Christi provided an overview of quotes and issues surrounding the website currently. No guarantee that it will be ADA compliant. The Library District is ultimately responsible to ensure ADA compliance. Christi will check with the vendors to see if they have a checklist and can offer assistance. Serpentine is a local small business, less expensive, already working with and easy to work with.
- Motion to reach out to Serpentine to do pre and post check and provide documentation of ADA requirements (checklist) and what the upcharge is for them to ensure compliance and if it falls within what Streamline is offering. Revisit at March meeting. Second by Carrie. Unanimous
- Motion to approve Library Logo Update for \$350.00 by Serpentine Web Services. Christi wants it to be updated. outline of building but more stylized. Didn't need motion to move forward.

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- Motion to approve UHC Health Insurance Plan Renewal \$3700 from \$3235 for the year for everyone. Most comparable to what we have currently. made by Jackie Day and seconded by Carrie Smith. Roll Call: Yes. Motion carried unanimously.
- Motion to approve closing Grants Bank Account. Christi is ok doing it with no motion and the Board is in agreement.

General Policy Review

- Loan Periods - Revised*
 - Overdue Items
 - Interlibrary Loan Policy
 - Homebound Delivery
 - Materials Selection Policy - Revised*
 - Library Cards - Revised adding “and kits”*
 - Reference Service Policy
 - Disabled Patrons
 - Service Animals in the Library
 - Gifts to the Library
 - Patron conduct - Revised * “adds call police if the law is broken”
 - Cell Phone Policy
 - Photography and Videography Policy
 - Proctoring Policy
 - Volunteer Policy - Revised - update student scholarship and assistant director
 - Identity Protection Policy
 - Illinois Freedom of Information Act - Revised - number of employees must be updated to add admin asst position.
 - USA Patriot Act and Policy - Revised - rename to Disclosure of Patron Information Policy
- Motion to approve revision to policies as presented made by Kevin and seconded by Jackie Day. Roll Call: No. Motion carried unanimously.

Topics for Future Discussion

- Revisit finding a new bank - who to bank with - Dietrich(sp) and First Community instead of First Mid
- Collection Box - stainless steel treatment - wrap or coat. Look for a vendor who can dip the stainless steel and seal or powder coat. Initial vendor stated they would cover the cost. Possible wrap with new logo. Coordinate with Friends of the Library? Check with the Village on wrapping the collection box.

Adjournment –

Motion to adjourn the meeting at 7:17 pm. Motion made by Kevin Tellor and seconded by Dave Boduch . Motion carried unanimously.

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Date for next Regular Meeting – March 26, 2024