

GLEN CARBON LIBRARY BOARD MEETING

January 27 2014

The January meeting of the Glen Carbon Library Board was held on January 27, 2014 at the Glen Carbon Library.

Glen Carbon Library Board Vice President, Susan Mendelsohn called the meeting to order at 7:02 PM.

Roll Call:

Kathy Dortch-Absent with notice, Susan Mendelsohn-Present, Gary True-Present, Amy Gabriel-Present, Terry Hillig-Present, Kim Hood-Present, Don McQueen-Present.

Glen Carbon Library Director Anne Hughes-present.

A quorum was present.

Recognition of Visitors:

Greg McCalley and Ron Carn from Greg M. McCalley and Associates, PC presented the "Glen Carbon Library Financial Statements and Auditor's Report for the Year Ended April 30, 2013."

Accept or Correct Minutes:

Amy Gabriel moved to approve the November minutes with corrections. Kim Hood seconded the motion.

The motion passed unanimously. Corrections include:

Change in the Accept or Correct minutes, "Don McQueen moved to approve the November minutes" to "Don McQueen moved to approve the October minutes."

Change in the Building Issues the spelling of "spigot" to "spigot."

Change in the Adjournment "Amy Gabriel moved to adjourn the October meeting" to "Amy Gabriel moved to adjourn the November meeting."

Communications:

Articles in the Intelligencer (1/14, 15 & 16/2014) noting schedules for upcoming library events.

Thank you card from SIUE students for use of kiosk.

Phone/Email Updates: none.

Directors Report – Anne Hughes:

The library was one of seventeen libraries selected nationally to receive the *Smart Investing @ Your Library Grant* in the amount of \$54,590. The library and its partners, the Edwardsville/Glen Chamber of Commerce and Six Mile Regional Library District will provide personal financial literacy education to the community for adults, children, single mothers, and small business owners.

Promotional outreach will begin in February and grant activities will begin in March.

Over three hundred community family members attended the Kiwanis' Holiday Open House at the Library on Saturday, December 7th. Santa and Mrs. Claus and the Animal Tales program were popular attractions for this annual library event. Thank you to Ms. Magi and Ms. Christina for organizing and ensuring that this event runs smoothly with online registration, activities for those waiting to see Santa, and cookies and ice cream for everyone.

Circulation Manager Ryan Johnson reports that EBook usage is on the rise with a 17% increase in eBook checkouts in comparison to December of last year. Overall circulation has also increased 43% and visits to the website have increased 64%.

Treasurer's Report-Gary True

Gary True presented the financial statements for November 2013 and December 2013

Gary True moved to approve payment of \$64,761.58 and \$55,492.49 for expenses including employee salaries and benefits for November 2013 and December 2013. Don McQueen seconded the motion.

Roll Call:

Susan Mendelsohn-Yes, Gary True-Yes, Amy Gabriel-Yes, Terry Hillig-Yes, Kim Hood-Yes, Don McQueen-Yes.

The motion passed unanimously.

Finance Committee—Gary True

Anne Hughes presented the Draft FY 14/15 Operations Library Budget.

Personnel Committee – Susan Mendelsohn

Susan Mendelsohn presented results of the Personnel Committee members and Director, Anne Hughes with Baugher Financial & Associates, Inc. to discuss the impact of the Affordable Care Act on the library.

Susan Mendelsohn moved to authorize the Director, Anne Hughes to hire a Youth Services Assistant at 38 hours/week at a salary of \$11.25/hour or more upon board authorization. Don McQueen seconded the motion.

Roll Call:

Susan Mendelsohn-Yes, Gary True-Yes, Amy Gabriel-Yes, Terry Hillig-Yes, Kim Hood-Yes, Don McQueen-Yes.

The motion passed unanimously

Building Committee – Terry Hillig

Terry Hillig moved to approve hiring Bell-O, Inc. to install pressure valves and to readjust all existing flush valves for \$1352.00. Don McQueen seconded the motion.

Roll Call:

Susan Mendelsohn-Yes, Gary True-Yes, Amy Gabriel-Yes, Terry Hillig-Yes, Kim Hood-Yes, Don McQueen-Yes.

The motion passed unanimously.

District Committee-Susan Mendelsohn

Don McQueen moved to sign and submit the 2014-1 Resolution on Conversion of the Glen Carbon Centennial Library. Gary True seconded the motion.

Roll Call:

Susan Mendelsohn-Yes, Gary True-Yes, Amy Gabriel-Yes, Terry Hillig-Yes, Kim Hood-Yes, Don McQueen-Yes.

The motion passed unanimously.

Unfinished Business-none.

New Business-none

Adjournment:

Gary True moved to adjourn the January 2014 Glen Carbon Library Board meeting at 8:40 PM. Kim Hood seconded the motion. The motion passed unanimously.

The next meeting of the Glen Carbon Library Board will be held on Monday, February 24, 2014.

Glen Carbon Library Board Meeting – Feb. 24, 2014

The February meeting of the Glen Carbon Centennial Library Board was held on Feb. 24, 2014, at the library. Board President Kathy Dortch called the meeting to order at 7 p.m.

ROLL CALL:

Kim Hood – present; Gary True – present; Amy Gabriel – present; Kathy Dortch – present; Terry Hillig – present; Don McQueen – absent with notice; Susan Mendelsohn – absent with notice.

RECOGNITION OF VISITORS:

None present.

ACCEPT OR CORRECT MINUTES:

Kim Hood moved to approve the minutes of the Jan. 27, 2014, library board meeting with one correction. Gary True seconded the motion, which was approved unanimously. The correction was the insertion of the word “minutes” in this sentence: “Amy Gabriel moved to approve the November minutes with corrections.”

COMMUNICATIONS

- Letter dated Feb. 5, 2014, from Illinois Secretary of State Jesse White announcing the award of a FY2014 Illinois Public Library per capita grant to the library in the amount of \$16,167.50;
- Feb. 11, 2014, brief in the Edwardsville Intelligencer announcing upcoming library events;
- Feb. 18, 2014, article in the Edwardsville Intelligencer regarding the Glen Carbon Village Board's approval of a resolution to allow the library to become a library district;
- Feb. 14, 2014, article in the Edwardsville Intelligencer regarding Ladies' Night Out at the library, scheduled for March 7.
- Feb. 27, 2014, letter in the Edwardsville Intelligencer reporting a \$54,590 financial literacy education grant to the library from the Financial Industry Regulatory Authority and the American Library Association.
- Kathy Dortch reported on the library legislative breakfast on Feb. 21 at Sunset Hills Country Club.

- oKathy Dortch called the board's attention to an article on “do-it-yourself libraries” in the Rotarian magazine.

DIRECTOR'S REPORT – Anne Hughes

The library has been awarded a FY 2014 per capita grant of \$16,167.50 from the state of Illinois.

Promotion and outreach have begun for the Smart Investing @ Your Library program.

The Friends of the Library Ladies' Night Out event is scheduled for March 7, 2014.

Jessalyn Ludwig has been hired as youth services assistant. She began work on Feb. 24.

Mrs. Hughes asked permission to increase Ashley Thomas' hours to 30 per week.

Amy Gabriel moved to increase Ashley Thomas' hours from 29 to 30 per week. Kim Hood seconded the motion.

Roll call: Kathy Dortch – yes; Kim Hood – yes; Gary True – yes; Amy Gabriel – yes; Terry Hillig – yes. The motion was approved 5-0.

Youth Services Director Magi Henderson reports that community students continue to benefit from the library's partnership with Southern Illinois University Edwardsville's America Reads program.

The library will partner with the Glen Carbon Kiwanis and the Glen Carbon Police Department to present a Bike/Trike Rodeo and Bubble Bus on April 12.

TREASURER'S REPORT – Gary True

Gary True presented the financial statements for January 2014.

Gary True moved to approve payment of \$37,235.40 in expenses, including employee salaries and benefits, for January 2014. Kim Hood seconded the motion.

Roll call: Kathy Dortch – yes; Kim Hood – yes; Gary True – yes; Amy Gabriel – yes; Terry Hillig – yes. The motion was approved 5-0.

FINANCE COMMITTEE – Gary True

The board discussed the FY2014-15 library operations budget draft.

PERSONNEL COMMITTEE

The board discussed proposed personnel budgets for FY2014-15 drafted by Susan Mendelsohn and Anne Hughes.

Gary True requested that the committee consider an employee overtime policy.

BUILDING COMMITTEE – Terry Hillig

Bel-O Plumbing has readjusted flush valves in the plumbing system and returned on Feb. 19 to repair a urinal.

UNFINISHED BUSINESS: None

NEW BUSINESS: None.

Amy Gabriel moved to reschedule the May board meeting to May 19th because of the Memorial Day holiday. The motion was approved unanimously.

Kathy Dortch commented on the Village Board's approval of a resolution that the library be allowed to convert to a library district. She said the change had been a long time coming and praised former trustees who had worked toward that goal.

ADJOURNMENT:

Amy Gabriel moved to adjourn the meeting at 8:10 p.m. The motion was seconded by Terry Hillig and was approved unanimously.

Glen Carbon Library Board Meeting –March 24, 2014

The March meeting of the Glen Carbon Library Board was held on March 24, 2014 at the Glen Carbon Library.

Call to Order:

Glen Carbon Library Board President, Kathy Dortch called the meeting to order at 7:01 PM.

Roll Call:

Don McQueen-Absent with notice, Director Anne Hughes-Absent with notice, Kathy Dortch-Present, Susan Mendelsohn-Present, Gary True-Present, Amy Gabriel-Present, Terry Hillig-Present, Kim Hood-Present.

A quorum was present.

Recognition of Visitors:

None Present.

Accept or Correct Minutes:

Amy Gabriel moved to approve the February minutes. Susan Mendelsohn seconded the motion.

The motion passed unanimously.

Added to agenda:

Kathy Dortch brought to the attention of the board that if it was to talk in-depth about personnel that we would need to enter into a closed session.

Terry Hillig moved to authorize such session if needed. Gary True seconded the motion.

Communications:

Youth Services Director Magi Henderson's donation request letter to community businesses for this year's summer reading program.

Phone/Email Lists Updates: None

Director's Report: Due to the absences of Anne Hughes there was no report.

Treasurer's Report-Gary True

Gary True presented the financial statements for February 2014.

Gary True moved to approve payment of \$37,977.99 for expenses, including employee salaries and benefits, for February 2014. Susan Mendelsohn seconded the motion.

Roll Call:

Terry Hillig-Yes, Gary True-Yes, Susan Mendelsohn-Yes, Amy Gabriel-Yes, Kathy Dortch-Yes, Kim Hood-Yes.

The motion passed unanimously.

Finance Committee-Gary True

Gary True presented the FY 2014/15 Operations Library Budget.

Gary True moved to approve the FY 2014/15 Operations Library Budget. Amy Gabriel seconded the motion.

Roll Call:

Terry Hillig-Yes, Gary True-Yes, Susan Mendelsohn-Yes, Amy Gabriel-Yes, Kathy Dortch-Yes, Kim Hood-Yes.

The motion passed unanimously.

Personnel Committee-Susan Mendelsohn

The board discussed creating associate levels, such as were in effect in prior years, to simplify the process of determining pay schedules based on prior experience and education. Also, discussed was the creation of an evaluation system that would allow the board to work with staff and director in creating goals to improve their performances.

Susan Mendelsohn presented the results of the personnel budgets for FY 2014/15.

Susan Mendelsohn moved to approve the FY 2014/15 Personnel Budget. Terry Hillig seconded the motion.

Roll Call:

Terry Hillig-Yes, Gary True-Yes, Susan Mendelsohn-Yes, Amy Gabriel-Yes, Kathy Dortch-Yes, Kim Hood-Yes.

The motion passed unanimously.

Building Committee-Terry Hillig

None.

District Committee-Susan Mendelsohn

Susan Mendelsohn discussed that being a district would not alter the yearly budget's time frame from what it is now.

Unfinished Business-None

New Business-None

Kathy Dortch notified the board that she would be unable to attend the April 28th meeting.

The May meeting is to be moved to May 19th, due to Memorial Day weekend.

Adjournment:

Amy Gabriel moved to adjourn the March 2014, Glen Carbon Library Board meeting at 7:47 PM.
Terry Hillig seconded the motion.

The motion passed unanimously.

Glen Carbon Centennial Library
Board Meeting
Monday, April 28, 2014

The April meeting of the Glen Carbon Library Board was held on April 28, 2014 at the Glen Carbon Library.

Call to Order:

Glen Carbon Library Board Vice President, Susan Mendelsohn called the meeting to order at 7:00 PM.

Roll Call:

Kathy Dortch-absent with notice, Susan Mendelsohn-present, Kim Hood-present, Gary True-present, Amy Gabriel-present, Terry Hillig-present, Don McQueen-Present.

A quorum was present

Library Director Anne Hughes was present.

Recognition of Visitors: None.

Accept or Correct Minutes:

Terry Hillig moved to accept the March Board Meeting minutes with the following change:

Change "Treasure's Report" to "Treasurer's Report."

Don McQueen seconded the motion.

The motion passed unanimously.

Communications:

Letter to Mayor Jackstadt from Susan Benton, President and CEO of the Urban Library Council dated April 16, 2014, congratulating the Mayor on the library's early adaptation of the Illinois State Library's EDGE Initiative developed by the Bill & Melinda Gates foundation. The Edge Assessment tool evaluates your library's service especially related to technology using a point system. An Action Plan is developed for the areas the library may want to consider improving.

Article in the Intelligencer (March 25, 2014) on the library's spring plans, specifically mentioning the Bike Safety Course held April 16, 2014.

Article in the Intelligencer (April 16, 2014) on the “Edible Books” event.

Phone/E-mail Lists Update: None.

Directors Report- Anne Hughes

Treasurer's Report-Gary True

Gary True presented the financial statements for March 2014.

Gary True moved to approve payment of \$48,194.02 for expenses including employee salaries and benefits for March 2014. Don McQueen seconded the motion.

Roll Call:

Susan Mendelsohn-yes, Kim Hood-yes, Gary True-yes, Amy Gabriel-yes, Terry Hillig-yes, Don McQueen-yes.

The motion passed unanimously.

Personnel Committee-Susan Mendelsohn

Susan Mendelsohn initiated discussion on creating associate levels, reviewing/revising the personnel policy and developing evaluation criteria for the Director's position.

Library Director, Anne Hughes requested approval for granting vacation time to Pam Osley in 2014. Gary True moved to approve granting vacation time to Pam Osley in 2014. Terry Hillig seconded the motion.

Roll Call:

Susan Mendelsohn-yes, Kim Hood-yes, Gary True-yes, Amy Gabriel-yes, Terry Hillig-yes, Don McQueen-yes.

The motion passed unanimously.

Building Committee-Terry Hillig

Discussion on hiring an engineer/architect to determine future capital costs to maintain the library was held for the purpose of future budgeting.

Unfinished Business:

The Board of Trustees, along with invited guests, will meet at the Wooden Nickel following the May Board meeting to celebrate the creation of the Library District.

New Business:

Anne Hughes presented a draft overtime pay policy for Board review.

Library Director, Anne Hughes presented spending recommendations for budget overage including:

Duct Work Cleaning	\$2500
Carpet Repair	4000
Door Counter	850
Table	1180
Sit/Stand Desk Adjustment	910 plus installation

Kim Hood moved to approve the expenditure for all requests in the amount of \$9440 plus Desk Adjustment installation costs. Amy Gabriel seconded the motion.

Roll Call:

Susan Mendelsohn-yes, Kim Hood-yes, Gary True-yes, Amy Gabriel-yes, Terry Hillig-yes, Don McQueen-yes.

The motion passed unanimously.

Anne Hughes requested rescheduling of the June Board meeting. Susan Mendelsohn moved to reschedule the meeting to June 30, 2014. Kim Hood seconded the motion.

The motion passed unanimously.

Adjournment:

Don McQueen moved to adjourn the April 2014, Glen Carbon Library Board Meeting at 8:05PM. Kim Hood seconded the motion.

The motion passed unanimously.

Glen Carbon Centennial Library
Board Meeting
Monday, May 19, 2014

The May meeting of the Glen Carbon Library Board was held on May 19, 2014 at the Glen Carbon Library.

Call to Order:

Glen Carbon Library Board President, Kathy Dortch called the meeting to order at 7:02 PM.

Roll Call:

Kathy Dortch-present, Susan Mendelsohn-present, Gary True-present, Amy Gabriel-present, Terry Hillig-present, Don McQueen-Present, Kim Hood-absent with notice.

A quorum was present

Library Director Anne Hughes was present.

Oath of Office:

The oath of office was administered to Amy Gabriel, Susan Mendelsohn, Don McQueen, Gary True, and Terry Hillig by Kathy Dortch, President.

The oath of office was administered to Kathy Dortch by Anne Hughes, Director.

Omnibus Motion:

Moved by Trustee Don McQueen, and seconded by Trustee Gary True, that the District Library shall adopt and incorporate herein by reference thereto, all of the Ordinances, Resolutions, Policies and practices of its predecessor, the Glen Carbon Centennial Library, unless and until the District Library has approved replacement Ordinances, Resolutions, Rules or Policies expressly, or adopted such to address the scope of the preceding practices.

The motion passed unanimously.

Elections:

Don McQueen moved to continue the current officers until the next election.

All officers agreed to serve in their present capacities. Terry Hillig seconded the motion.

Roll Call:

Kathy Dortch-yes, Susan Mendelsohn-yes, Gary True-yes, Amy Gabriel-yes, Terry Hillig-yes, Don McQueen-yes.

The motion passed unanimously.

The officers are:

President	Kathy Dortch	Treasurer	Gary True
Vice President	Susan Mendelsohn	Secretary	Don McQueen

Recognition of Visitors: None.

Accept or Correct Minutes:

Amy Gabriel moved to accept the April Board Meeting minutes with the following change:

Under Personnel Committee, second paragraph change Gary *true* to “Gary True.”

Under New Business, sixth paragraph change *on* June to “to June.”

Terry Hillig seconded the motion.

The motion passed unanimously.

Communications:

YMCA thank you note from Debby Ellis to Magi Henderson regarding “Kid's Day 2014.”

Intelligencer (May 7, 2014) Announcement for local artist Jacqueline Kelsey, PhD presentation of her experiences as reflected in her book “Flight beyond the Stars” on May 8, 2014.

Intelligencer (May 13, 2014) Announcement for “Standup and Garden” workshop on May 30, 2014.

Phone/E-mail Lists Update: None.

Directors Report- Anne Hughes

Library District Update:

Illinois State Library Annual Report as a District Library is due September 1st this year.

IMRF survey completed.

Bids being obtained for FY13/14 Audit.

Smart Investing @ Your Library Grant update: Plans for *Money as You Grow* literacy kiosk progressing. Next meeting w/ developer scheduled for Friday, May 16th. Meeting with Chamber Director to discuss financial literacy workshops for small business owners.

Each public library board is required to take action to determine the fee for non-resident cards. The fee is determined by an ISL mathematical formula: Property tax / population times average household.

Treasurer's Report-Gary True

Gary True presented the financial statements for April 2014. Gary True moved to approve payment of \$49,889.65 for expenses including employee salaries and benefits for April 2014. Don McQueen seconded the motion.

Roll Call:

Kathy Dortch-yes, Susan Mendelsohn-yes, Gary True-yes, Amy Gabriel-yes, Terry Hillig-yes, Don McQueen-yes.

The motion passed unanimously.

Personnel Committee-Susan Mendelsohn: None.

District Committee-Susan Mendelsohn:

A district development plan will be prepared this summer.

Building Committee-Terry Hillig

Discussion on hiring an engineer/architect to determine future capital costs to maintain the library was held for the purpose of future budgeting. A response of interest was received from Jamie Henderson of

Henderson Architects, Inc. May 19, 2014. The statement included a general scope of work and a range of costs. Detailed proposals will be solicited from Henderson Architects, Inc. and two other architect/engineering companies.

Unfinished Business:

Don McQueen moved to adopt the Overtime policy presented by Anne Hughes, Director in her Director's Report. Amy Gabriel seconded the motion.
The motion passed unanimously.

New Business:

Terry Hillig moved to adopt the District Meeting Date Ordinance 14-1. Amy Gabriel seconded the motion

Roll Call:

Kathy Dortch-yes, Susan Mendelsohn-yes, Gary True-yes, Amy Gabriel-yes, Terry Hillig-yes, Don McQueen-yes.
The motion passed unanimously.

Amy Gabriel moved to adopt a non-resident fee of \$101.00. Susan Mendelsohn seconded the motion
The motion passed unanimously.

Adjournment:

Gary True moved to adjourn the April 2014, Glen Carbon Library Board Meeting at 8:01PM. Terry Hillig seconded the motion.
The motion passed unanimously.

Glen Carbon Centennial Library
Board Meeting
June 30, 2014

The June meeting of the Glen Carbon Library District Board was held on June 30, 2014 at the Glen Carbon Library.

Call to Order:

Glen Carbon Library Board President, Kathy Dortch called the meeting to order at 7:03 PM.

Roll Call:

Kathy Dortch-present, Susan Mendelsohn-present, Gary True-present, Terry Hillig-present, Don McQueen-Present, Kim Hood-present, Amy Gabriel absent with notice.

A quorum was present

Library Director Anne Hughes was present.

Oath of Office:

The oath of office was administered to Kim Hood by Kathy Dortch, President.

Recognition of Visitors: Mandy Beedie, Illinois Municipal Retirement Fund (IMRF) Field Representative joined the meeting via teleconference to describe and answer questions regarding GCCLD joining the IMRF.

Accept or Correct Minutes: Don McQueen, Secretary, stated that several corrections had been made to the minutes that did not appear in the copies distributed to the board. These corrections include:

Elections: Susan Mendelsohn's name should be properly aligned

The Personnel Committee should read as follows:

Personnel Committee-Susan Mendelsohn: none

The District Committee should be inserted after the Building Committee and read as follows:

District Committee-Susan Mendelsohn:

A district development plan will be prepared this summer.

Kathy Dortch moved to accept the minutes with the above corrections. Terry Hillig seconded the motion. The motion passed unanimously.

Communications:

June 11, 2014 Report of Cost of Participation in IMRF to Anne Hughes from Lisa Foley, IMRF New Account Representative.

Letter from Jesse White dated April 8, 2014, by the Illinois Secretary of State inviting Anne Hughes, Director to serve on the Illinois State Library Advisory Committee.

June 30, 2014 Proposal for a building inspection submitted by Henderson Associates Architects (HAA).

Notice in the Intelligencer June 16, 2014 announcing a program on internet safety.

Thank you notes were received by Magi Henderson for the library's participation in the Earth Day and Illinois Day Celebrations on May 22, 2014 from members of the third grade class at Cassens Elementary School.

Thank you notes were received by Magi Henderson from the Kennedy Family for the Mother Daughter Princess Tea Program held on May 10, 2014.

Phone/E-mail Lists Update: None.

Directors Report- Anne Hughes

Library District Update:

The Bank of Edwardsville has been contacted with District name change. Signatures are required by the President and Secretary.

ACH Validation signed by Gary True and has been faxed to the Madison County Treasurer's Office. The IMRF \$825 Cost Study Fee was waived. The new rate supplied is lower, at 9.79%. The former rate was 13.84%. This difference in costs creates a FY14/15 Personnel budget savings of \$10,972.00.

Smart Investing @ Your Library Grant Update:

The grant's Evaluation partner, Matt Feldman, is now distributing *Needs Assessment Surveys* for workshop preferences to library patrons and Chamber members. Plans for *Money as You Grow* literacy kiosks are progressing.

Building Improvements made on Wednesday, June 11th during the Homecoming Closing:

- Carpet behind Circ Desk replaced and carpet repairs made throughout building.
- Air Ducts cleaned
- Windows cleaned

Share consortial membership fees will not increase in FY2014 as initially announced. They will remain the same in the amount of \$7482.00 for access to the online staff and patron catalog.

THANK YOU to the following sponsors for the Summer Reading Programs:

\$300 from Scott Credit Union to sponsor Juggling Jeff on June 28.

\$300 from the Kiwanis to sponsor Christian the Magician on June 7.

\$100 from the Kiwanis to sponsor the Wed. STEAM Session materials.

\$75 from the Bank of Edwardsville to help offset the costs of Swords & Roses on June 21.

\$50 Donation from Michelle Kowalchik in appreciation of the Mother Daughter Princess Tea.

\$90 Glen Carbon Kiwanis sponsoring Professor Longhair's Magic on 7/9/14.

\$1,265 Glen Carbon Friends of the Library donation to cover the remaining Saturday/Wednesday programs.

The Circulation Manager, Michelle Mondloh, has improved homebound preparation workflow. She has created and distributed an updated brochure with information on delivery services to the residents of Meridian and Eden Village.

Treasurer's Report-Gary True

Gary True presented the financial statements for May 2014. Gary True moved to approve payment of \$ 69,678.46 for expenses including employee salaries and benefits for April 2014. Don McQueen seconded the motion.

Roll Call: Kathy Dortch-yes, Susan Mendelsohn-yes, Gary True-yes, Kim Hood-yes, Terry Hillig-yes, Don McQueen-yes.

The motion passed unanimously.

Personnel Committee-Susan Mendelsohn:

A committee meeting will be held in July to develop to review the Personnel Manual and to develop an evaluation for the Director.

Building Committee-Terry Hillig

The proposal from HAA for a building inspection was discussed.

Terry Hillig also requested information on the library's purchasing policy.

Unfinished Business:

Kathy Dortch will obtain additional bids for a Building Inspection.

New Business:

Don McQueen moved to accept the Prevailing Wage Resolution 14-2. Kim Hood seconded the motion.

Roll Call: Kathy Dortch-yes, Susan Mendelsohn-yes, Gary True-yes, Kim Hood-yes, Terry Hillig-yes, Don McQueen-yes.

The motion passed unanimously.

Kathy Dortch, President and Don McQueen, Secretary signed the acceptance document.

Gary True moved to accept the bid for audit from CJ Schlosser & Co. in the amount of \$4600. Susan Mendelsohn seconded the motion.

Roll Call: Kathy Dortch-yes, Susan Mendelsohn-yes, Gary True-yes, Kim Hood-yes, Terry Hillig-yes, Don McQueen-yes.

The motion passed unanimously.

Susan Mendelsohn, Vice President and Gary True, Treasurer signed bank signature authorization forms for the Glen Carbon Centennial Library District.

Anne Hughes, Director distributed copies of the INTERGOVERNMENTAL AGREEMENT FOR THE USE OF PROPERTY AND EVENTIAL TRANSFER OF PROPERTY BETWEEN THE GLEN CARBON CENTENIAL LIBRARY DISTRICT AND THE VILLAGE OF GLEN CARBON for review by the board.

Adjournment:

Don McQueen moved to adjourn the June 30, 2014, Glen Carbon Library Board Meeting at 9:09PM.

Kim Hood seconded the motion.

The motion passed unanimously.

Glen Carbon Centennial Library District
Board Meeting
July 21, 2014

The July meeting of the Glen Carbon Centennial Library District Board of Trustees was held on July 21, 2014 at the Glen Carbon Library.

Call to Order:

Glen Carbon Centennial Library District Board President, Kathy Dortch called the meeting to order at 7:02 PM.

Roll Call:

Kathy Dortch-present, Susan Mendelsohn-present, Kim Hood-present, Gary True-present, Amy Gabriel-present, Terry Hillig-present, Don McQueen-Present.

A quorum was present.

Library Director Anne Hughes was present.

Recognition of Visitors: None.

Accept or Correct Minutes:

Kathy Dortch moved to accept the minutes with the following corrections:

The first line is corrected to read: "The June Meeting of the Glen Carbon Centennial Library District Board was held....."

New Business: "INTERGOVERNMENTAL AGREEMENT" was change to "INTERGOVERNMENTAL AGREEMENT"

Kim Hood seconded the motion. The motion passed unanimously.

Communications:

Letter July 25, 2014 from Mayor R.L.Jackstadt, Village President, attached to a copy of a petition for the annexation of Savannah Crossing.

Phone/E-mail Lists Update: None.

Directors Report- Anne Hughes

District Update: Intergovernmental Agreement revised and sent to the board for review.

Updated Tax Exempt Letter received.

Smart Investing Grant @ Your Library Grant Update: Kiosk design complete. Kiosk name changed to *Making Cents of Money*.

Annual staff evaluations have been completed by the Library's managers; Magi Henderson, Michelle Mondloh, and myself.

Purchasing Policy revised and included under "New Business" for discussion.

Property, Liability, and Workmen's Compensation Insurance quotes obtained for board review and consideration.

Yard Signs proclaiming "Champion Readers" have been donated by the Friends of the Library. Summer Reading participants who complete 25 hours of reading will receive a yard sign. Pictures of the proud readers will be taken and posted to Facebook.

Upcoming Youth Services Events:

July 19 Wild Heart

July 23 Fred's Feathered Friends/Stuffed Buddy sleepover

July 26 Animal Tales and Summer Reading Finale

Circulation Manager Michelle Mondloh oversaw the weeding of the paperback and magazine collections. Withdrawn items were sent to Celtic Hospice in Alton.

Treasurer's Report-Gary True

Gary True presented the financial statements for June 2014. Gary True moved to approve payment of \$ 44,299.25 for expenses including employee salaries and benefits for June 2014. Don McQueen seconded the motion.

Roll Call: Kathy Dortch-yes, Susan Mendelsohn-yes, Kim Hood-yes, Gary True-yes, Amy Gabriel-yes, Terry Hillig-yes, Don McQueen-yes

The motion passed unanimously.

Finance Committee-Gary True: None.

Personnel Committee-Susan Mendelsohn:

The personnel committee discussed the results of a committee meeting held on July 15, 2014. Items discussed included review and update of the personnel manual and development of evaluation criteria for the library director.

Discussion to increase the Circulation Manager's salary. Amy Gabriel moved to increase the Circulation Manager's salary by \$724. Kim Hood seconded the motion.

Roll Call: Kathy Dortch-yes, Susan Mendelsohn-yes, Kim Hood-yes, Gary True-yes, Amy Gabriel-yes, Terry Hillig-yes, Don McQueen-yes

The motion passed unanimously.

Building Committee-Terry Hillig

Terry Hillig reported on the repair of the gas leak in the amount of \$392. The Village of Glen Carbon will pay for the repair.

A discussion was held regarding additional bids for the building inspection.

District Committee: Susan Mendelsohn

Anne Hughes, Library Director will schedule a meeting with the attorney and the district committee members the week of August 11, 2014.

Unfinished Business:

New Business;

Gary True moved to approve IMFR Resolution 14-3. Don McQueen seconded the motion.

Roll Call: Kathy Dortch-yes, Susan Mendelsohn-yes, Kim Hood-yes, Gary True-yes, Amy Gabriel-yes, Terry Hillig-yes, Don McQueen-yes

The motion passed unanimously.

Don McQueen, Secretary signed the Notice of Appointment of Authorized Agent form for IMRF.

Don McQueen, Secretary signed IMFR Resolution 14-3.

Don McQueen moved to approve Building and Maintenance Ordinance 14-4. Terry Hillig seconded the motion.

Roll Call: Kathy Dortch-yes, Susan Mendelsohn-yes, Kim Hood-yes, Gary True-yes, Amy Gabriel-yes, Terry Hillig-yes, Don McQueen-yes

The motion passed unanimously.

Kathy Dortch, President and Don McQueen, Secretary signed Building and Maintenance Ordinance 14-4.

The Intergovernmental Agreement was discussed.

Gary True moved to approve selection of State Farm for property, liability and worker's compensation insurance. Don McQueen seconded the motion,

Roll Call: Kathy Dortch-yes, Susan Mendelsohn-yes, Kim Hood-yes, Gary True-yes, Amy Gabriel-yes, Terry Hillig-yes, Don McQueen-yes

The motion passed unanimously.

Discussion on the Purchasing Policy was rescheduled for the August board meeting.

Adjournment:

Don McQueen moved to adjourn the July 21, 2014, Glen Carbon Centennial Library District Board Meeting at 9:09PM. Kim Hood seconded the motion.

The motion passed unanimously.

Glen Carbon Centennial Library District
Board Meeting
August 25, 2014

The August meeting of the Glen Carbon Centennial Library District Board of Trustees was held on August 25, 2014 at the Glen Carbon Library.

Call to Order:

Glen Carbon Centennial Library District Board President, Kathy Dortch called the meeting to order at 7:00 PM.

Roll Call:

Kathy Dortch-present, Susan Mendelsohn-absent, Kim Hood-present, Gary True-present, Amy Gabriel-present, Terry Hillig-present, Don McQueen-Present.

A quorum was present.

Library Director Anne Hughes was present.

Susan Mendelsohn arrived at 7:04 PM.

Recognition of Visitors: None.

Accept or Correct Minutes:

Amy Gabriel moved to accept the minutes. Kim Hood seconded the motion. The motion passed unanimously.

Communications:

A Glen Carbon Centennial Library District mailing brochure on “Smart Investing at your Library” was presented by the Library Director

An invitation for the 100th anniversary of the Glen Carbon Elementary School to be held at the Glen Carbon Heritage Museum on September 20, 2014 from 1:00 to 5:00PM was received.

A notice in the Intelligencer August 6, 2014 titled “Library Dives into back-to-School Mode.”

A notice dated August 27, 2014 from the 3rd Judicial Court, Madison County, Illinois of a Petition for Annexation of St. Jacobs, Illinois by the Troy, Illinois District Library. A

copy of the petition was attached.

Intelligencer article on July 28, 2014 on John Ham's (The Snake Charmer's) visit to the Glen Carbon Centennial Library District.

Intelligencer notice on July 31, 2014 on various activities scheduled at the Glen Carbon Centennial Library.

Notice from the Madison County Clerk's office on August 12, 2014 regarding the 2015 Consolidated Election.

Phone/E-mail Lists Update: None.

Directors Report- Anne Hughes

Treasurer's Report-Gary True

Gary True discussed the Special Accounts Analysis

Gary True moved to approve payment of \$45,025.61 for expenses including employee salary and benefits for July 2014. Kathy Dortch seconded the motion.

Roll Call: Kathy Dortch-yes, Susan Mendelsohn-yes, Kim Hood-yes, Gary True-yes, Amy Gabriel-yes, Terry Hillig-yes, Don McQueen-yes

Finance Committee-Gary True:

Working Cash Fund Ordinance No. 14-5 was discussed. No motion was made.

Gary True moved to approve FY 14/15 Budget Ordinance No. 14-6 with the following change. Remove all reference to Working Cash Fund including:

FOR THE PURPOSE OF A WORKING CASH FUND [75 ILCS 16/3540-50]:

1. Working Cash Fund		\$163,000
	TOTAL	\$163,000

Tax for Working Cash Fund		\$163,000
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Don McQueen seconded the motion.

Roll Call: Kathy Dortch-yes, Susan Mendelsohn-yes, Kim Hood-yes, Gary True-yes, Amy Gabriel-yes, Terry Hillig-yes, Don McQueen-yes

The motion passed unanimously.

Ordinance 14-5, as amended, was signed by Kathy Dortch, President and Don McQueen, Secretary.

Don McQueen signed the Certificate of Appointment of Secretary of the Glen Carbon Centennial Library District.

Personnel Committee-Susan Mendelsohn:

Susan Mendelsohn moved to approve increasing the Administrative Assistant/Associate hours from 30 to 35 hours per week effective September 1, 2014. Amy Gabriel seconded the motion.

Roll Call: Kathy Dortch-yes, Susan Mendelsohn-yes, Kim Hood-yes, Gary True-yes, Amy Gabriel-yes, Terry Hillig-yes, Don McQueen-yes

The motion passed unanimously.

Building Committee-Terry Hillig

Terry Hillig moved to accept the Henderson Associates Architects proposal for building inspection dated June 30, 2014 subject to an acceptable contract. Gary True seconded the motion.

Roll Call: Kathy Dortch-abstain, Susan Mendelsohn-yes, Kim Hood-yes, Gary True-yes, Amy Gabriel-yes, Terry Hillig-yes, Don McQueen-yes

The motion passed.

District Committee: Susan Mendelsohn

The means by which district annexation could occur was discussed. Anne Hughes agreed to update the district map in order to determine areas which could be annexed.

Unfinished Business:

Kim Hood moved to approve the INTERGOVERNMENTAL AGREEMENT FOR THE USE OF PROPERTY AND EVENTUAL TRANSFER OF PROPERTY BETWEEN THE GLEN CARBON CENTENNIAL LIBRARY DISTRICT AND THE VILLAGE OF GLEN CARBON. Terry Hillig seconded the motion.

Roll Call: Kathy Dortch-yes, Susan Mendelsohn-yes, Kim Hood-yes, Gary True-yes,

Amy Gabriel-yes, Terry Hillig-yes, Don McQueen-yes

The motion passed unanimously.

Discussion of the Purchasing Policy and the Revised Personnel Manual were rescheduled for the September board meeting.

Adjournment:

Amy Gabriel moved to adjourn the August 25, 2014 Glen Carbon Centennial Library District Board Meeting at 8:47PM. Terry Hillig seconded the motion.

The motion passed unanimously.

Glen Carbon Centennial Library District
Board Meeting
September 29, 2014

The September meeting of the Glen Carbon Centennial Library District Board of Trustees was held on September 29, 2014 at the Glen Carbon Library.

Call to Order:

Glen Carbon Centennial Library District Board President, Kathy Dortch called the meeting to order at 7:01 PM.

Roll Call:

Kathy Dortch-present, Susan Mendelsohn-absent with notice, Kim Hood-present, Gary True-absent, Amy Gabriel-present, Terry Hillig-present, Don McQueen-Present.

A quorum was present.

Library Director Anne Hughes was present.

Gary True arrived at 7:04 PM.

Recognition of Visitors: None.

Accept or Correct Minutes:

Kim Hood moved to accept the minutes with the following corrections.

The corrections included:

Correct the spelling of Terry Hillig's name wherever it occurs'

Correct the spelling of "Intelligencer" wherever it occurs.

Under the Finance Committee report change "Ordinance 14-5, as amended..." to "Ordinance 14-6, as amended ..."

Under the District Committee report change "distric map" to "district map"

Terry Hillig seconded the motion.

The motion passed unanimously.

Communications:

Notice in the Intelligencer (9/3/14) announcing the Halloween Costume Swap and Shop at the Glen Carbon Library.

Notice in the Intelligencer (9/17/14) presenting the Notice of Proposed Property Tax Levy for Glen Carbon Centennial Library District.

Notice in the Intelligencer (9/17/14) announcing Free Financial Literacy programs at the Glen Carbon Library

Notice in the Intelligencer (9/22/14) announcing the Glen Carbon Centennial Library program lineup for the coming weeks.

Thank you note (undated) from Heartland United Cerebral Palsy for the Library's role at "Camp Free To Be/2014."

Phone/E-mail Lists Update: None.

Directors Report- Anne Hughes

Smart Investing @ Your Library Grant update:

Positive feedback is being received on the content and presentation of the financial literacy workshops.

A pre-survey developed for staff on financial literacy knowledge has been distributed.

Grant funds expended- \$24,317 (44% of total grant funds).

Trustees reviewed Chapter 7 of the Standards for Illinois Libraries, Collection Management and Resource Sharing Checklist, a requirement for the FY 2015 Per Capita Grant.

Library District Update:

Notice of proposed property tax levy (T-I-T-A) posted in 9.17.2014 Intelligencer.

President and Secretary signatures needed for the FY14/15 Tax Levy Ordinance.

IMRF enrollment has been completed.

The Intergovernmental Agreement has been revised and returned by Village Hall for review.

Henderson Architects has made requested revisions to the Building Inspection Report contract.

The Youth Services department has coordinated Afterschool tutoring at the library in coordination with SIUE. Young Pioneer Day on September 30th will bring the Glen Carbon Elementary Kindergartners to the library to learn about Glen Carbon's early history, participate in a square dancing demonstration, and make corn husk dolls.

Circulation Manager, Michelle Mondloh, has written a user guide to OneClick digital eaudio for staff and patron training.

Treasurer's Report-Gary True

Gary True presented the August 2014 financial report.

Gary True moved to approve payment of expenses of \$48,648.18. Don McQueen seconded the motion.

Roll Call:

Kathy Dortch-yes, Kim Hood-yes, Gary True-yes, Amy Gabriel-yes, Terry Hillig-yes, Don McQueen-yes.

The motion passed unanimously.

Finance Committee-Gary True:

Discussion of special accounts was rescheduled for the October 2014 Board meeting.

Personnel Committee-Susan Mendelsohn:

Discussion of health insurance for a member of the staff was rescheduled for the October 2014 Board meeting.

Building Committee-Terry Hillig

Don McQueen signed the Building Inspection Report proposal dated September 23, 2014 from Henderson Architects Associates.

Terry Hillig is seeking 3 bids for caulking and staining of wood, metal and/or brick/concrete joints on the exterior of the library.

District Committee: Susan Mendelsohn

Anne Hughes has received the updated map of the library district and surrounding area with street names included.

Unfinished Business:

Anne Hughes presented the Per Capita Grant Requirement Review of Collection Management and Resource Sharing Checklist and her responses.

The Purchasing Policy was discussed and will be revised to incorporate the wording of the applicable statute.

Anne Hughes will seek clarification of insurance terms used in the Village of Glen Carbon's response to the Intergovernmental Agreement submitted by the Glen Carbon Centennial Library District.

The Revised Personnel Manual has been reviewed and approved by the Board.

New Business:

Tax Levy Ordinance 14-7 was signed by Kathy Dortch, President and Don McQueen, Secretary.

The October Board meeting was rescheduled to October 20, 2014.

A prerequisite of the FY2015 Per Capita grant required that a trustee attend an informational webinar about the *Gates Edge Initiative*. Trustee Terry Hillig agreed to attend this webinar.

Adjournment:

Amy Gabriel moved to adjourn the September 29, 2014 Glen Carbon Centennial Library District Board Meeting at 8:23PM.

Terry Hillig seconded the motion.

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The motion passed unanimously.

Glen Carbon Centennial Library District
Board Meeting
October 20, 2014

The October meeting of the Glen Carbon Centennial Library District Board of Trustees was held on October 20, 2014 at the Glen Carbon Library.

Call to Order:

Glen Carbon Centennial Library District Board President, Kathy Dortch called the meeting to order at 7:01 PM.

Roll Call:

Kathy Dortch-present, Susan Mendelsohn-present, Kim Hood-present, Gary True-absent with notice, Kim Hood present, Amy Gabriel-absent, Terry Hillig-present, Don McQueen-present.

A quorum was present.

Library Director Anne Hughes was present.

Amy Gabriel arrived at 7:03 PM.

Recognition of Visitors: None.

Accept or Correct Minutes:

Kim Hood moved to accept the minutes with the following corrections:

Communications: Anne Hughes will rewrite the notice in the Intelligencer regarding Notice of Proposed Property Tax Increase to reflect that there will be no increase.

Treasurer's Report/Roll Call: The Roll Call will be corrected from:
"Kim Hood-present" to "Kim Hood-yes"

Don McQueen seconded the motion.

The motion passed unanimously.

Communications:

Thank you note (undated) to Magi Henderson from the Glen Carbon Elementary School Kindergarten Class

Notice in the Intelligencer (10/4-5/14) announcing formation of a new writing group and scheduled meetings.

Notice in the Intelligencer (10/10/14) announcing upcoming events at the library.

Notice in the Intelligencer (10/20/14) announcing the Holiday Tree Silent Auction.

Letter from Junior Service Club (10/1/14) presenting a grant check for \$500 to the library.

Letter from Madison County Board of Review (9/30/14) regarding a property tax appeal.

Preliminary Building Inspection Report from Henderson Associates Architects (10/10/14).

Phone/E-mail Lists Update: None.

Directors Report- Anne Hughes

The Junior Service Club has kindly made a donation of \$500 for an iPad for the FINRA grant kiosk.

Director's and Officer's Insurance has been renewed.

Tax Levy Ordinance 14-7 has been mailed to the County Clerk's Office.

The Friends of the Library will host their annual Holiday Tree Auction on Saturday, December 6th at the Library. This year there will be 30+ beautifully trees decorated by local businesses on display from November 17 – December 6th. Thank you to all the local businesses who participated this year. A list of the donating businesses will be included in the library's next newsletter and on the library's website.

The Youth Services Department hosted 170 Kindergarteners for Young Pioneer Day.

Treasurer's Report-Gary True

Susan Mendelsohn move to approve payment of expenses of \$70,935.24. Don McQueen seconded the motion.

Roll Call:

Kathy Dortch-yes, Susan Mendelsohn-yes, Kim Hood-yes,, Kim Hood yes, Amy Gabriel-yes, Terry Hillig-yes, Don McQueen-yes.

The motion passed unanimously.

Finance Committee-Gary True:

Discussion of special accounts was rescheduled for the November 2014 Board meeting.

Personnel Committee-Susan Mendelsohn:

Susan Mendelsohn will schedule a meeting of the Personnel Committee to take place prior to the November Board of Trustees meeting to discuss the role of the library director.

Building Committee-Terry Hillig

Terry Hillig presented the preliminary report for the building inspection by Henderson Associates Architects. Anne Hughes will schedule a meeting with the architects, Terry Hillig and Don McQueen to discuss the report.

Anne Hughes will proceed with the recommendations regarding roof issues.

District Committee: Susan Mendelsohn None.

Unfinished Business:

Anne Hughes presented information regarding health insurance for an employee.

Anne Hughes presented the response on the Intergovernmental Agreement from the Village of Glen Carbon.

New Business:

The role of the library director was rescheduled for the November Board Meeting of Trustees to allow for a meeting of the Personnel Committee.

Adjournment:

Don McQueen moved to adjourn the October 20, 2014 Glen Carbon Centennial Library District Board Meeting at 8:35PM.

Terry Hillig seconded the motion.

The motion passed unanimously.

Glen Carbon Centennial Library District
Board Meeting
November 24, 2014

The November meeting of the Glen Carbon Centennial Library District Board of Trustees was held on November 24, 2014 at the Glen Carbon Library.

Call to Order:

Glen Carbon Centennial Library District Board President, Kathy Dortch called the meeting to order at 7:00 PM.

Roll Call:

Kathy Dortch-present, Susan Mendelsohn-present, Gary True-present, Kim Hood present, Terry Hillig-present, Don McQueen-present, Amy Gabriel-absent with notice.

A quorum was present.

Library Director Anne Hughes was present.

Recognition of Visitors: None.

Accept or Correct Minutes:

Kim Hood moved to accept the minutes with the following corrections:

Communications: "Letter from Madison County Board of Review (9/30/14) regarding a property tax appeal" will be changed to "Letter from Madison County Board of Review (9/30/14) regarding a property tax appeal from Dobbs Tire & Auto Center for property located at 2160 State Highway 157, Glen Carbon, Illinois."

Don McQueen seconded the motion.

The motion passed unanimously.

Communications:

Notice in the Intelligencer (11/12/14) announcing the library Christmas Party and the Library Food Drive.

Phone/E-mail Lists Update: None.

Directors Report- Anne Hughes

Treasurer's Report-Gary True

Gary True presented the financial statements for October 2014.

Gary True moved to approve payment of expenses including Employee salaries and benefits in the amount of \$76,047.41. Don McQueen-Seconded the motion.

Roll Call:

Kathy Dortch-yes, Susan Mendelsohn-yes, Gary True-yes, Kim Hood yes, Terry Hillig-yes, Don McQueen-yes.

The motion passed unanimously.

Gary True discussed the status of the special funds transfer.

Finance Committee-Gary True:

Anne Hughes, Director presented information on bank account criteria for several area banks. Anne Hughes will pursue transferring accounts to First Clover Leaf Bank.

Anne Hughes presented a bill from the Village of Glen Carbon of \$1800 for the library's portion of the Village audit. Anne Hughes will request a breakdown of the charges.

Personnel Committee-Susan Mendelsohn:

Susan Mendelsohn presented the minutes of the Personnel Committee meeting held on 11/13/14.

The Personnel Committee will meet as soon as possible to initiate a search for a new Library Director.

Building Committee-Terry Hillig

Terry Hillig presented a Report on the Building Inspection meeting by Henderson Architects (11/14/14). The final draft will be presented at the January 2015 Board meeting.

Terry Hillig presented bids for ceramic tile installation in family restroom.

Don McQueen moved to accept the bid from Lenny's Flooring, Inc. in the amount of \$900.36. Terry Hillig seconded the motion.

Roll Call:

Kathy Dortch-yes, Susan Mendelsohn-yes, Gary True-yes, Kim Hood yes, Terry Hillig-yes, Don McQueen-yes.

The motion passed unanimously.

District Committee: Susan Mendelsohn None.

Unfinished Business:

Terry Hillig moved to approve the Intergovernmental Agreement between the Village of Glen Carbon and the Glen Carbon Centennial Library District. Susan Mendelsohn seconded the motion.

Roll Call:

Kathy Dortch-yes, Susan Mendelsohn-yes, Gary True-yes, Kim Hood yes, Terry Hillig-yes, Don McQueen-yes.

The motion passed unanimously.

Kathy Dortch, President and Don McQueen, Secretary signed and dated the agreement.

Anne Hughes presented the revised Purchasing Policy.

Kim Hood moved to accept the revised Purchasing Policy. Terry Hillig seconded the motion.

The motion passed unanimously.

Don McQueen moved to authorize the Director to determine and implement salary adjustments for individual employees, other than the Director, within the total overall salary budget, exclusive of the Director's salary, established by the Board of Trustees. Gary True seconded the motion.

Roll Call:

Kathy Dortch-no, Susan Mendelsohn-no, Gary True-yes, Kim Hood yes, Terry Hillig-yes, Don McQueen-yes.

The motion passed.

New Business:

The Patron Conduct Policy revisions will be addressed at the January 2015 Board meeting.

Anne Hughes requested funds for sit/stand desk for Youth Services Office.

Gary True moved to approve purchase of the sit/stand desk in the amount of \$990.
Kim Hood seconded the motion.

Roll Call:

Kathy Dortch-yes, Susan Mendelsohn-yes, Gary True-yes, Kim Hood yes, Terry Hillig-yes, Don McQueen-yes.

The motion passed unanimously.

Ann Hughes requested funds for purchase and installation of a panic switch.

Don McQueen moved to approve purchase and installation of the panic switch in the amount of \$947. Gary True seconded the motion.

Roll Call:

Kathy Dortch-yes, Susan Mendelsohn-yes, Gary True-yes, Kim Hood yes, Terry Hillig-yes, Don McQueen-yes.

The motion passed unanimously.

Gary True moved to approve a salary increase of \$3594 for the Circulation Manager to compensate for the cost of health insurance.

Kim Hood seconded the motion.

Roll Call:

Kathy Dortch-yes, Susan Mendelsohn-yes, Gary True-yes, Kim Hood yes, Terry Hillig-yes, Don McQueen-yes.

The motion passed unanimously.

Adjournment:

Gary True moved to adjourn the meeting at 8:55 PM.

Kim Hood seconded the motion.

The motion passed unanimously.