

Glen Carbon Centennial Library District
Board Meeting
January 26, 2015

The January meeting of the Glen Carbon Centennial Library District Board of Trustees was held on January 26, 2015 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, Kim Hood-present, Gary True-present, Amy Gabriel-absent with notice, Terry Hillig-present, Don McQueen-Present.

A quorum was present.

Library Director Anne Hughes was present.

Recognition of Visitors:

Visitors included Bob Hormell and staff members, Joan Schneider, Michelle Mondloh and Magi Henderson.

Don McQueen moved to amend the order of the January 2015 Agenda due to time constraints. Susan Mendelsohn seconded the motion. The motion passed unanimously.

Skype Interview with 3 Candidates for Library Director Program

Skype interviews were conducted with the three candidates being considered for the position of Library Director.

Don McQueen moved to go into closed session at 9:02PM. Terry Hillig seconded the motion. The motion passed unanimously.

The board discussed the candidates and retaining the current Library Director after January 31, 2015.

Closed session was adjourned at 9:45 PM.

Accept or Correct Minutes:

Kim Hood moved to accept the minutes of the November 2014 board meeting with the

following corrections. In each roll call the duplication of Kim Hood's name will be corrected. Don McQueen seconded the motion. The motion passed unanimously.

Communications:

Notices in the Intelligencer (12/13&14/14) announcing program at the Library on Dec. 20, 2014 and Jan. 3, 2015 to “Beat the Winter Blues” by playing scrabble.

Notice in the Intelligencer (12/18/14) announcing December youth programs at the Library.

Letter from the Village of Glen Carbon (12/23/2014) to all board trustees notifying the Library that the Village is pursuing annexation of 2959 Old Troy Road, Glen Carbon, IL. 62034.

Notices in the Intelligencer (12/31/14 & 1/7/2015) announcing after school tutoring at the Library.

Letter from the Secretary of State (1/7/2014*) to Anne Hughes, Library Director announcing the FY2015 Illinois Public Library Per Capita Grant award in the amount of \$16,167.50

* Date on letter from the Secretary of State is incorrect. Should read 1/7/2015.

Letter from Kavanagh, Scully, Sudow, White and Frederick, P.C. (1/12/2015) to Mr. Terry I. Bruckert, Bruckert, Gruenke and Long P.C. to the Village of Glen Carbon requesting the Mayor’s and Secretary’s signature in regards to the conveyance of the building deed, upon retirement of the bonds, to the Glen Carbon Centennial Library District.

to the Conveying the Village of Glen Carbon & Glen Carbon Centennial Library Deed for the Property Subject to the October 2014 Intergovernmental Agreement.

Notice in the Intelligencer (12/8/2015) announcing a blood drive to be held at the Library Jan. 16, 2015.

Phone/Email Lists Updates-None

Director's Report- Anne Hughes

Financial Report-Gary True

Gary True moved to ratify the payment of expenses including employee salaries for November, 2014 in the amount of \$59,649.91 and December, 2014 in the amount of

Comment [AH1]: Changed this sentence to make it a bit clearer.

Comment [AH2]: Suggestion for new sentence in italics.

\$35,891.27. Don McQueen seconded the motion.

Roll Call:

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

Discussion of the Library's portion of the Village Audit was rescheduled for the February 2015 board meeting.

Personnel Committee-Susan Mendelsohn:

Minutes of the 1/7/2015 and 1/15/2015 Personnel Committee Meetings were presented.

Gary True moved to make an offer the position of Library Director to candidate B as identified in the closed session and, if not accepted, to make and the same offer to Candidate A at the salary specified on the spread sheet presented at the closed session. Kathy Dortch seconded the motion.

Roll Call:

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

Gary True moved to authorize the Anne Hughes to work up to 40 hours per week at the hourly rate determined in the closed session until the next board meeting. Kim Hood seconded the motion.

Roll Call:

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

Kim Hood moved to accept changes in the probationary policy presented by the Library Director. Terry Hillig seconded the motion. The motion passed unanimously.

Building Committee-Terry Hillig

Presentation of the HAA building report was rescheduled for the February, 2015 Board Meeting.

District Committee: Susan Mendelsohn None

Unfinished Business:

Discussion on the patron conduct policy revision was rescheduled for the February, 2015 Board Meeting.

New Business:

Don McQueen moved to approve an increase in Accountant Fees from \$300 to \$350 per month effective February 1, 2015. Kim Hood seconded the motion.

Roll Call:

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

Gary True moved to approve and increase in Building Stars/Cleaning Fees from \$1,075 to \$1200 per month effective February 1, 2015. Terry Hillig seconded the motion.

Roll Call:

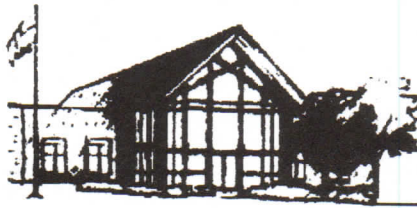
Kathy Dortch-yes, Gary True-yes, Susan Mendelsohn-yes, Kim Hood-yes, Terry Hillig-yes, Don McQueen-yes. The motion passed unanimously.

Discussion of the request for funds to replace the Fire Panel was rescheduled for the February, 2015 Board Meeting

Discussion of the request for appropriation of additional funds to cover May/June 2015, not included in the FY14/15 Budget, for select expense lines due to the addition of 2 months to the Library District calendar was rescheduled for the February, 2015 Board Meeting.

Adjournment:

Kim Hood moved to adjourn at 10:25 PM. Terry Hillig seconded the motion.
The motion passed unanimously.



Glen Carbon Centennial Library District

198 South Main Street - Glen Carbon, IL 62034

Glen Carbon Centennial Library District

Board Meeting

February Meeting

The February, 2015 Board Meeting was cancelled.

**Glen Carbon Centennial Library District
Board Meeting
March 30, 2015**

The March meeting of the Glen Carbon Centennial Library District Board of Trustees was held on March 30, 2015 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, Amy Gabriel-present, Terry Hillig-present, Gary True-absent without notice.

A quorum was present.

Gary True arrived at 7:10 PM.

Library Director Ron Pauli was present.

Library Consultant, Anne Hughes was present.

Recognition of Visitors:

Visitors included Lynn Warren of Henderson Associates Architects, Inc. (HAA).

HAA Building Inspection Report:

Lynn Warren (HHA) presented the Building Inspection Report.

Accept or Correct Minutes

Amy Gabriel moved to approve the January 26, 2015 Centennial Library District Board meeting minutes and the associated Closed Meeting minutes with the following corrections:

The first sentence will be changed to read, "The January meeting....."

The recognition of visitors is changed to read, "Visitors included Bob Hormell, library board trustee candidate....."

The sentence reading, "Don McQueen moved to conduct....." will be changed to read, "Don McQueen moved to amend order of agenda due to time constraints."

Under Skype Interview the date in the fourth sentence will be changed to January 31, 2015

Under the Accept or Correct Minutes the sentence reading, "Kim Hood moved to accept the minutes with....." will be changed to read, "Kim Hood moved

to accept to minutes from the November, 2014 Board Meeting with....”

Under communications, the note, “* Date on the letter from the Secretary of State is incorrect. It should read 1/7/2015.” will be moved to immediately follow the referenced letter.

Under Personnel Committee the first sentence will be reworded as, “Gary True moved to offer the position of Library Director to candidate B as identified in the closed session and, if not accepted, to make the same offer to A candidate at the salary specified.....”

Under the Personnel Committee, the sentence reading, “Kim Hood moved to.....” will be changed to read, “Kim Hood moved to accept changes in the Employee Probationary Period policy presented.....”

Under New Business, the first sentence will be changed to read, “Don McQueen moved to approve an increase in Accountant Fees from \$300 to \$350 per month, effective February 1, 2015.”

Under New Business, the sentence reading, “Gary True moved.....” will be changed to read, “Gary True moved to approve an increase in Building Stars/Cleaning fees from \$1075 to \$1200 per month effective February 1, 2015.”

Under New Business, the sentence reading, “Discussion of the request for addition funds for select expense.....” will be changed to read, “Discussion of the appropriation of additional funds to cover May and June 2015 expenditures not included in the original budget was rescheduled for the February, 2015 Board meeting.

The last three sentences before Adjournment are removed.

Terry Hillig seconded the motion.

The motion passed unanimously.

Kim Hood moved to approve the January 7, 2015 Glen Carbon Centennial Library District Personnel Committee Meeting minutes with the following corrections:

The spellings of Centennial and Glen will be corrected.

Amy Gabriel seconded the motion.

The motion passed unanimously.

Kim Hood moved to accept the Glen Carbon Centennial Library Special Board Meeting, Monday, February 2, 2015 with the following corrections:

The spelling of Hillig and Centennial will be corrected.

In the first roll call, a space will be inserted between the words “absent” and “with.”

Terry Hillig seconded the motion.

The motion passed unanimously.

Amy Gabriel moved to approve the February 14, 2015 Glen Carbon Centennial Library Special Board Meeting and the associated Closed Meeting minutes with the following changes;

Under the closed session, the statement will be reworded as follows: “Gary True moved for closed session to discuss the Library Director candidates and the Library Consultant fees. Kathy Dortch seconded the motion.”

The sentence, “A discussion of the candidates for Library Director and the Library Consultant fees were discussed.” will be removed.

Under adjournment, the time will be corrected to 3:05 PM.

Kim Hood seconded the motion.

The motion passed unanimously.

Terry Hillig moved to accept the March 9, 2015 Glen Carbon Centennial Special Board Meeting minutes with the following corrections:

The first sentence will read as, “A special meeting of the Glen Carbon Centennial Library District Board of Trustees was held on March 9, 2015 at the Glen Carbon Library.

Under Salary, the motion will read, “Don McQueen moved to reduce the pay of the Circulation Manager in the amount of \$299.50 per month to offset the Library's contribution to the group health insurance.

Under Dental, Vision and Life Insurance the first sentence will read, “Gary True moved to approve adding the new Director to the Guardian Insurance effective May 1, 2015.

The sentence prior to adjournment will read, “Kathy Dortch received a request from the Village of Glen Carbon Mayor Robert Jackstadt to attend a Glen Carbon Centennial Library District Board Meeting.

Kim Hood seconded the motion.

The motion passed unanimously.

Terry Hillig moved to accept the March 20, 2015 Glen Carbon Centennial Library District Building Committee meeting minutes with the following changes:

Under Call to Order, change “Personnel” to “Building.”

Under Building Inspection Report the first sentence will read as, “Lynn Warren, Henderson Associates Architects, Inc. presented.....”

Amy Gabriel seconded the motion.

The motion passed unanimously.

Kim Hood moved to accept the January 12, 2015 Glen Carbon Centennial Library District Personnel Committee meeting minutes with the following changes:

The spellings of Centennial and Glen Carbon will be corrected

Under Unfinished Business the last sentence will be changed to read,

“Assignments and a due date for reference contacts for each committee member were made.”

Terry Hillig seconded the motion.

The motion passed unanimously.

Don McQueen moved to accept the January 27, 2015 Glen Carbon Centennial Library District Personnel Committee meeting minutes with the following changes:

The spellings of Centennial and Glen Carbon will be corrected.

Under New Business the sentenced will read as, “The Personnel Committee prepared an offer for the preferred candidate for Library Director.....”

Kim Hood seconded the motion.

The motion passed unanimously.

Communications

Undated thank you card for flowers and get well cards from Amy Gabriel to Anne Hughes, the library staff and the Board of Trustees.

Thank you card (2/10/15) from Jeanine Benanti for consideration as a candidate for Library Director.

Thank you card (3/12/15) from the Glen Carbon Elementary School to Maggie Henderson for participating in the Glen Carbon STEM night.

Announcement in the Intelligencer (1/30/15) that a budgeting seminar will be held at the library February 9, 2015.

Announcement in the Intelligencer (1/30/15 & 2/2/15) that the library is collecting children's books for distribution to low income children.

Announcement in the Intelligencer (2/21/15 & 2/28-3/2/15) That Ladies' Night Out is scheduled for March 20, 2015 at the library.

Announcement in the Intelligencer (3/6/15) that the library will host the Books2Eat event on March 26, 2015.

Announcement in the Intelligencer (3/25/15) that the library is starting the Happiness Project.

Phone/Email Lists Updates:

None.

Director's Report-Anne Hughes:

Treasurer's Report-Gary True:

Gary True moved to approve payment of expenses including employee salaries and benefits for January 2015 in the amount of \$51,740.51.

Don McQueen seconded the motion.

Roll Call:

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

The motion passed unanimously.

Gary True moved to approve payment of expenses including employee salaries and benefits for February 2015 in the amount of \$54,859.00.

Kim Hood seconded the motion.

Roll Call:

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

The motion passed unanimously.

Finance Committee-Gary True (Chair), Susan Mendelsohn, Kim Hood:

None

Personnel Committee-Susan Mendelsohn (Chair), Don McQueen, Amy Gabriel:

None

Building Committee-Terry Hillig (Chair)

See Building Inspection Report

District Committee-Susan Mendelsohn (Chair), Don McQueen, Terry Hillig:

None

Unfinished Business:

Discussion of the Patron Conduct Policy Revision was rescheduled for the April 2015 Board meeting due to time constraints.

New Business:

Gary True moved to approve the revised Blue Cross Blue Shield Health Insurance monthly premium of \$1054.04 for the Library Director and Circulation Manager.

Kim Hood seconded the motion.

Roll Call:

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

The motion passed unanimously.

Gary True moved to continue Anne Hughes as Library Consultant at the established rate until December 31, 2015 and that the Library Consultant will report monthly on the status of the Smart Investing Program including time charged for the previous month and anticipated time charges for the next month.

Terry Hillig seconded the motion.

Roll Call:

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

The motion passed unanimously.

Adjournment

Kim Hood moved to adjourn at 9:25 PM. Don McQueen seconded the motion.

The motion passed unanimously

Glen Carbon Centennial Library District
Board Meeting
April 27, 2015

The April meeting of the Glen Carbon Centennial Library District Board of Trustees was held on April 27, 2015 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, Kim Hood-present, Susan Mendelsohn-present, Amy Gabriel-present, Terry Hillig-present, Gary True-absent without notice.

A quorum was present.

Gary True arrived at 7:04 PM.

Library Director Ron Pauli was present.

Recognition of Visitors

Visitors included Debbie Owen, former Director at Fairview Heights PL, and Robert Hormell, newly elected Trustee.

Accept or correct March, 2015 minutes

Don McQueen moved to approve the March 2015 Glen Carbon Centennial Library District Board of Trustees meeting minutes with the following correction:

Director's Report-Ron Pauli will be changed to **Director's Report-Anne Hughes**
Kim Hood seconded the motion.
The motion passed unanimously.

Communications:

Announcements in the Intelligencer included:

“After School Tutoring Offered at the Glen Carbon Library” (4/13/2015)

“Free Movies at the Glen Carbon Library in May” (4/22/2015)

“Glen Carbon Centennial Library to host Craft Connections” (4/22&23, 2015)

“Perennial Gardening Class at Glen Carbon Library” (4/23/2015)

“Free Zumba Classes at the Glen Carbon Library” (4/23/2015)

Belleville News Democrat article announcing the “Cook-A-Book kid’s book club meeting schedule at the Glen Carbon Centennial District Library (4/4/2015)

Undated notice from Magi Henderson, Youth Services Director announcing the Glen Carbon Centennial Library District 2015 Summer Reading Program

Thank you notes from the Glen Carbon Centennial Library District to the departing Trustees including: Gary True, Kim Hood, Terry Hillig and Susan Mendelsohn.

Phone/Email updates

Amy Gabriel has an updated phone number.

Director's Report-Ron Pauli

Per Capita Grant: Received check in the amount of \$16,167.50 for FY2015

Library Director filed Statement of Economic Interest on 4/20/15. Deadline for filing SEI is April 30th, 2015 for all Trustees.

3-D Printing Policy: Magi and Ron are working on Printing Policy for submission in May

Library Director Activities:

- Filed appropriate electronic/paper documentation for the following:
- IMRF-authorized agent
- E-Pay-W-9 and Payments Merchant Application for authorization
- Guardian Insurance authorized agent
- Spent considerable time with Anne Hughes and Joan Schneider learning the following:
- Payroll, cash register reconciliation; paper and electronic file management; Google docs; G-Mail; Reporting protocols; E-Pay accounting; Preparation for Board Meetings/Minutes including compliance w/posting statues
- Prepared New Board Trustee packets
- Met with Building Committee re Building Assessment and contacted numerous contractors for roofing, painting, and tuck-pointing repairs
- Attended MEPL Director's Meeting in Alton and FOL Meeting at GCCL

YOUTH SERVICES MANAGER – M. HENDERSON

- Summer Reading Sponsor Letters have been mailed to Community Businesses and Non-Profit groups.
- Janette Stubban of Glen Carbon has donated a 4 by 8 train table to the Library. The donation was brokered by members of the Metro East Train Club who were planning on building a table for the Library's families and heard about Mrs. Stubban's willingness to donate a train table.

FRIENDS OF THE LIBRARY

- FOL met on 4/15 to discuss success of Ladies *Night Out* fundraiser. New members introduced and consideration of support for Summer Reading presenters. Slatwall donation tentative delivery late April.

Treasurer's Report-Gary True

Gary True moved to approve payment of expenses including employee salary and benefits for March 2015 in the amount of \$41,435.58.

Don McQueen seconded the motion.

Roll Call:

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

The motion passed unanimously.

Finance Committee-Gary True (chair), Susan Mendelsohn, Kim Hood,

a. Signature stamp authorization for First Cloverleaf Bank

Gary True moved to approve the Signature Stamp Authorization with First Clover Leaf Bank for Library Director Ron Pauli.

Don McQueen seconded the motion.

The motion passed unanimously.

Personnel Committee-Susan Mendelsohn (chair), Don McQueen, Amy Gabriel

Susan Mendelsohn reminded the board that the budget deadline is the end of June 2015.

Building Committee-Terry Hillig

Terry Hillig commented on the status of bids for exterior work including painting and sealing, masonry and roof repairs.

Don McQueen commented on the status of the alarm system repair/replacement bids.

District Committee-Susan Mendelsohn (chair), Don McQueen, Terry Hillig

No report.

Unfinished business

a. Patron Conduct Policy Revision

Discussion of the Patron Conduct Policy Revision was rescheduled for the May Board of Trustees meeting.

New Business

a. Retention of Attorney for Library District filings/ordinances

The Board discussed retention of Kavanagh, Scully, Sudow, White & Frederick as the Glen Carbon Centennial Library District attorneys.

b. Meetings by Board Trustees

The Board discussed meetings by Board Trustees relative to the Illinois Open Meetings Act.

c. Reimbursement for Director moving expense

Amy Gabriel moved to approve moving expenses in the amount of \$219 for the Library Director.

Don McQueen seconded the motion

Roll Call:

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

Adjournment

Kim Hood moved to adjourn at 8:45 PM.
Don McQueen seconded the motion
The motion passed unanimously.

**Glen Carbon Centennial Library District
Board Meeting
Monday, May 18, 2015**

Magi Henderson, Youth Services Director, presented a description of her activities prior to opening the board meeting.

Call to Order:

Kathy Dortch, President, opened the Glen Carbon Centennial Board of Trustees Meeting at 7:12 PM Monday, May 18, 2015.

Roll Call:

Robert Hormell-present, Robert Paty-present, Anne Link-present, Amy Gabriel-present, Kathy Dortch-present, Don McQueen-present.
A Quorum was present.

Library Director Ron Pauli was present.

Recognition of Former Trustees:

The services of Former Trustees, including Gary True, Terry Hillig and Susan Mendelsohn was recognized.

Determination of Trustee Terms:

Board Trustee terms were determined by lot. The results are as follows:

2 year term

Kathy Dortch

4 year terms

Amy Gabriel

Anne Link

6 year terms

Robert Hormell

Robert Paty

Don McQueen

Board Trustee Vacancy:

Kathy Dortch moved to appoint Deborah Owen to fill the Board Trustee vacancy.

Robert Hormell seconded the motion.

The motion passed unanimously.

Oath of Office:

The Oath of Office was administered to all Trustees present.

Adjourn Sine Die:

Kathy Dortch moved to adjourn sine die at 7:34 PM.

Robert Hormell seconded the motion.

The motion passed unanimously.

The regular Board Meeting continued.

Trustee Introductions:

Each Trustee gave a brief description of their background.

Nominations and Elections:

Officer elections were made with the following results:

President-Kathy Dortch

Vice President-Amy Gabriel

Secretary-Deborah Owen

Treasurer-Robert Paty

Assignment of Committees:

The following Committee assignments were made:

Finance:

Chair-Robert Paty

Members-Robert Hormell and Deborah Owen

Personnel:

Chair-Deborah Owen

Members-Amy Gabriel, and Anne Link

Building:

Chair-Don McQueen

Members-Anne Link and Robert Hormell

District:

Chair-Amy Gabriel

Member-Deborah Owen

Recognition of Visitors: None**Accept or Correct April, 2015 Minutes:**

Amy Gabriel moved to approve the April, 2015 minutes with the following changes:

Under **Recognition of Visitors:**

Change the sentence to read "Visitors included Deborah Owen, Former

Director of the Fairview Heights Library and Robert Hormell, Trustee

Elect.

Under **Per Capita Grant:** Change SEI to Statement of Economic Interest.

Robert Hormell seconded the motion.

The motion passed unanimously.

a. March 20, 2015 Building Committee Minutes:

Amy Gabriel moved to approve the March 20, 2015 Building Committee meeting minutes.

Robert Hormell seconded the motion.

The motion passed unanimously.

b. April 10, 2015 Building Committee Minutes:

Robert Hormell moved to approve the April 10, 2015 Building Committee Minutes with the following changes:

In the first sentence correct the spelling of Glen Carbon.

Under **New Business:**

Correct the spelling of Geissler Roofing, Inc.

Change EPDM to synthetic rubber (Ethylene Propylene Diene Terpolymer/EPDM).

c. Review of Any Closed Meeting Minutes: None

Communications:

Announcements in the Intelligencer included:

“Glen Carbon Centennial Library to host Craft Connections” (4/29/2015 & 5/1/2015).

“Free Zumba Classes at the Glen Carbon Library” (4/29/2015 & 5/1/2015).

“Glen Carbon Library hosts free movies” (5/1,4,5,7,12&15/2015).

“After-school tutoring offered at the Glen Carbon Library” (5/4&5/2015).

Email (5/12/2015) from Ron Pauli to Magi Henderson regarding the Mother Daughter Princess Tea.

Undated card to Magi Henderson from the Illinois Day Committee thanking her for her assistance.

Card (4/24/2015) to Magi Henderson from the YMCA Community Outreach thanking her for participating in the YMCA Annual Healthy Kids Day.

Phone/Email Lists Updates:

Ron Pauli received contact information from the Trustees.

Director's Report—Ron Pauli:

Treasurer's Report:

a. April, 2015 Financials:

Kathy Dortch presented and described the financial statements for the benefit of the new trustees.

Robert Hormell moved to approve payment of April, 2015 expenses in the

amount of \$49,940.52.
Amy Gabriel seconded the motion.

Roll Call:

Robert Hormell-yes, Robert Paty-yes, Anne Link-yes, Amy Gabriel-yes,
Kathy Dortch-yes, Don McQueen-yes.
The motion passed unanimously.

Signature Authorization:

Don McQueen moved to approve financial signature authorization for Robert Paty,
Treasurer.

Amy Gabriel seconded the motion.
The motion passed unanimously.

Don McQueen moved to remove Gary True's (former treasurer) authorization for
financial signature.

Robert Hormell seconded the motion.
The motion passed unanimously.

Unfinished Business:

a. Patron Conduct Policy Revision:

Amy Gabriel moved to table the Patron Conduct Policy revision indefinitely.
Robert Hormell seconded the motion.
The motion passed unanimously.

b. 3-D Printing Policy:

Robert Hormell moved to approve the 3-D printing policy presented by Ron Pauli.
Amy Gabriel seconded the motion.
The motion passed unanimously.

New Business:

a. Village of Glen Carbon Audit:

Ron Pauli presented a bill submitted to the library from the Village of Glen
Carbon for audit services. No action was taken.

b. Roof Repair Estimate:

Don McQueen presented the bid for roof repairs.

Don McQueen moved to authorize Geissler Roofing, Inc. to proceed with
roof repairs in accordance with their bid of \$3,620.00 dated
April 24, 2015.

Robert Hormell seconded the motion

Roll Call:

Robert Hormell-yes, Robert Paty-yes, Anne Link-yes, Amy Gabriel-yes,
Kathy Dortch-yes, Don McQueen-yes.
The motion passed unanimously.

c. Exterior Painting Estimates:

Don McQueen presented the bids for exterior wood and metal painting and sealing.

Don McQueen moved to authorize C.Y.Weubbels and Sons, Inc. to proceed with painting and sealing in accordance with their bid of \$12,830.00 dated May 7, 2015.

Roll Call:

Robert Hormell-yes, Robert Paty-yes, Anne Link-yes, Amy Gabriel-yes,
Kathy Dortch-yes, Don McQueen-yes.
The motion passed unanimously.

d. Building Committee-Update on Alarm System Repair/Replacement:

Don McQueen presented the status for repair/replacement of the fire alarm system

Adjournment:

Amy Gabriel moved to adjourn at 10:28 PM.

Robert Hormell seconded the motion

The motion passed unanimously.

**Glen Carbon Centennial Library District
Board Meeting Minutes
Monday, June 22, 2015 at 7:00 p.m.
Community Room**

Call to Order: 7:02 pm

Roll Call: Kathy Dortch, Bob Paty, Bob Hormell, Anne Link, Deborah Owen, and Amy Gabriel
(Don McQueen absent with notice)
Ron Pauli, Director-Present

Recognition of Visitors – Michelle Mondloh, Circulation Manager
Discussion of user-friendly mobile site for tablets and phones

Elections: Secretary-Deborah Owen respectfully declined the nomination as Board Secretary made at 6/22/'15 Board Meeting in Deborah Owen's absence.

Motion to nominate Anne Link as Board Secretary made by Bob Hormell and second by Amy Gabriel

Roll Call: Kathy Dortch, Deborah Owen, Bob Hormell, Bob Paty, Amy Gabriel, and Anne Link

Motion carried unanimously

Approval of Board Meeting Minutes:

May 18, 2015 Minutes-Motion to accept as corrected made by Bob Hormell and second by Bob Paty

June 4, 2015 Building Comm. Minutes-Motion to accept as corrected made by Bob Hormell and second by Deborah Owen

June 12, 2015 Building Comm. Minutes-Motion to accept as corrected made by Amy Gabriel and second by Bob Hormell

Approval of Personnel Committee Meeting Minutes:

June 10, 2014 Minutes-Motion to accept as corrected made by Bob Hormell and second by Bob Paty

Approval of Special Board Meeting Minutes:

June 16, 2015 Minutes-Motion to accept as corrected made by Deborah Owen and second by Bob Hormell

Closed Meeting Minutes: Mar. '15-June, '15

Motion made by Amy Gabriel to continue to keep minutes closed and second by Bob Hormell

Communications:

May 19, 2015 Summer Reading article in Intelligencer

May 20, 2015 Glen Carbon Elementary Visit article in Intelligencer

June 1, 2015 Summer Reading article in Intelligencer

June 8, 2015 Gardening Class article in Intelligencer

Director's Report – Ron Pauli: Report re Partial Real Estate Payment from Madison Co. Treasurer; Draft Operational & Personnel Budget preparations; Submitted Circ. Policy change as re non-resident fee; SPLMI Conference attendance; Prevailing Wage Act compliance; Board Trustee follow up re OMA & FOIA training; Attended Finance, Personnel, Building, Special Called Meetings; Homecoming Parade; etc.

**Glen Carbon Centennial Library District
Board Meeting Minutes
Monday, June 22, 2015 at 7:00 p.m.
Community Room**

Treasurer's Report – Robert Paty

May 2015 Financials-Motion made by Robert Hormell to accept expenses at \$63,424 as listed and seconded by Amy Gabriel

Roll Call: Kathy Dortch, Deborah Owen, Bob Hormell, Bob Paty, Amy Gabriel, and Anne Link

Motion carried unanimously

Finance Committee –Robert Paty (chair); members Robert Hormell, Deborah Owen

Personnel Committee –Deborah Owen (chair); members Amy Gabriel, Anne Link

Discussion re Operational & Personnel Draft Budgets prepared by Library Director Ron Pauli.

Operational Budget FY 15-16: Motion made to pass the Operational and Personnel Budgets for FY 15-16 by Bob Hormell and second by Deborah Owen

Roll Call: Kathy Dortch, Deborah Owen, Bob Hormell, Bob Paty, Anne Link, and Amy Gabriel

Motion passed unanimously

Reserve Funds FY 15-16: Motion made to pass reserve amount for FY 15-16 made by Amy Gabriel and second by Bob Paty

Roll Call: Kathy Dortch, Deborah Owen, Bob Hormell, Bob Paty, Anne Link, and Amy Gabriel

Motion passed unanimously

Building Committee-Don McQueen (chair); members Robert Hormell, Anne Link

No Report

District Committee – Amy Gabriel (chair); member Deborah Owen

No Report

Discussion regarding Village Audit report

New Business –

Prevailing Wage Resolution: Motion made to adopt Determination of Prevailing Wage Rates Resolution made by Bob Hormell and second by Amy Gabriel

Roll Call: Kathy Dortch, Deborah Owen, Bob Hormell, Bob Paty, Anne Link, and Amy Gabriel

Motion carried unanimously

Non-Resident taxpayer card rate: Motion made to amend circulation policy to adjust rate made by Bob Hormell and second by Deborah Owen

Roll Call: Kathy Dortch, Deborah Owen, Bob Hormell, Bob Paty, Anne Link, and Amy Gabriel

Motion carried unanimously

Audit bids: Motion to continue with previous year auditor servicer made by Bob Paty and second by Bob Hormell

Roll Call: Kathy Dortch, Deborah Owen, Bob Hormell, Bob Paty, Anne Link, and Amy Gabriel

Motion passed unanimously

Adjournment made by Bob Hormell and second by Deborah Owen at 9:12 pm

Date for next Regular Meeting – July 27, 2015 @ 7:00 p.m. in Community Room of GCCL

**Glen Carbon Centennial Library District
Board Meeting Minutes
Monday, July 27, 2015 at 7:00 p.m.
Community Room**

Call to Order: 7:00 pm

Roll Call: Kathy Dortch, Bob Hormell, Deborah Owen and Amy Gabriel present.
Don McQueen, Anne Link and Bob Paty all absent with notice.
Ron Pauli, Director-Present

Recognition of Visitors:
None

Trustee Training video:
Postponed until next meeting.

Approval of Board Meeting Minutes:
June 22, 2015 Minutes-Motion to accept as corrected made by Bob Hormell and second by Amy Gabriel

Communications:
July 2, 2015- Robotics program article in Intelligencer
July 7, 2015- Small business program article in Intelligencer
July 20, 2015- Internet safety article in Intelligencer
July 21, 2015- Summer programs article in Intelligencer
July 25-26,- 2015 STEAM program article in Intelligencer
July 17, 2015- Thank you letter from SCORE
Email letter from Trustee Don McQueen to Board President Kathy Dortch, dated 7/25/15, resigning from the Board effective immediately. Motion to accept by Bob Hormell, seconded by Deborah Owen.

Phone/email lists updates:
None, other than resignation noted above.

Director's Report: Preparation of Ordinance 15-2 along with public notice/publication for Budget and Appropriations Ordinance adoption in August, 2015; Oral notification of retirement from staff Cataloger Susan Kesler; Receipt of three new computers-2 public access and one Circ. station computer; Signed lease agreement with George Alarm Co. and supervised installation of new fire alarm system with mandated Fire Dept. inspection; Received commitment for audit costs for next scheduled audit by C.J. Schlosser & Co. L.L.C.; Researched/purchased new EMV "smart" credit card countertop payment device; Sent FY 14/15 budget expenditures to attorney for assistance with Budget & Appropriations Ordinance; Leased "Universal Class" tutorial-based database at significant discount through SHARE offering; Authorized purchase and subsequent reimbursement from Village of Glen Carbon for damaged mailbox from Homecoming Days, agreement with Glen Carbon Public Works for installation of same;

Director's Report (continued): Coordinated cost analysis of Konica/Minolta copier lease agreement with overage charges for excessive printing and negotiated new lease with new copier and higher copy count built into agreement for cost savings of approximately \$70 per month; Obtained program statistics for FY 14/15 indicating over 10,000 attendees at adult and youth programs.

Treasurer's Report:

June 2015 Financials-Motion made to accept expenses in amount of \$45,910.22 by Bob Hormell and second by Amy Gabriel.

Roll Call: Kathy Dortch, Deborah Owen, Bob Hormell, Amy Gabriel. Motion passed unanimously.

Finance Committee:

Will meet on July 30, 2015 at 1 PM.

Personnel Committee:

Will meet on July 30, 2015 at 6:30 PM to discuss job descriptions and the organizational chart.

Building Committee:

Bob Hormell appointed as chair. Alarm system installed, tested, inspected and now in full compliance.

District Committee:

No report

Unfinished Business:

Village audit discussed. Ron Pauli to send letter to village authorities asking for a written assurance that GCCLD will no longer be billed for future audit expenses.

New Business:

Adoption of Ordinance No. 15-2 (Building and Maintenance Tax Levy). Motion to approve made by Bob Hormell, seconded by Amy Gabriel.

Roll Call: Kathy Dortch, Deborah Owen, Bob Hormell, Amy Gabriel. Motion passed unanimously.

Adjournment made by Bob Hormell and second by Deborah Owen at 8:45 pm

Date for next Regular Meeting – August 24, 2015 @ 7:00 p.m. in Community Room of GCCL

**Glen Carbon Centennial Library District
Board Meeting Minutes
Monday, August 24, 2015 at 7:00 p.m.
Community Room**

Call to Order-7:04pm

Roll Call-Deborah Owen, Kathy Dortch, Bob Paty, Anne Link, Amy Gabriel absent with notice, Bob Hormell arrived at 7:55pm
Library Director Ron Pauli-present

Recognition of Visitors – No visitors present

Trustee Training Video-Viewed library trustee training video produced by United for Libraries

Accept or correct following minutes:

- 7.27.15 Board Minutes-Motion to accept minutes as corrected made by Deborah Owen and seconded by Bob Paty. Motion carried unanimously.
- 7.30.15 Personnel Comm. Minutes-Motion to accept minutes as corrected made by Bob Paty and seconded by Anne Link. Motion carried unanimously.
- 7.30.15 Finance Comm. Minutes-Motion to accept minutes made by Bob Paty and seconded by Deborah Owen. Motion carried unanimously.

Communications:

July 29, 2015-Scholarship recipient article in Intelligencer
August 5-6th; 8-9th 2015-Gardening workshop article in Intelligencer
August 10, 2015-Letter of Resignation from Susan J. Kesler, cataloger
August 13, 2015-Gardening workshop article in Intelligencer
August 18-20, 2015-Computer Classes article in Intelligencer
August 20, 2015-Programs for children article in Intelligencer
August 21, 2015-Computer Classes article in Intelligencer

Phone/Email Lists Updates:

No phone updates made. Board asks the Director to create an email account under the Glen Carbon library domain for official Library Trustee business. Motion made by Bob Paty and seconded by Deborah Owen.

Roll Call: Kathy Dortch, Deborah Owen, Bob Hormell, Bob Paty, and Anne Link. Motion carried unanimously.

**Glen Carbon Centennial Library District
Board Meeting Minutes
Monday, August 24, 2015 at 7:00 p.m.
Community Room**

Director's Report:

Library Director received a written letter of resignation from Susan Kesler indicating her retirement after 19 years of service. Spent considerable time preparing the 2015 IPLAR Report due to the Illinois State Library on September 1, 2015. Requested funding from the Edwardsville/Glen Carbon Junior Service Club for a \$200 Apple iPod Touch for use by staff for improved staff communication and technology training with patrons with iOS devices. Met with Finance Committee and Personnel Committee in late July. Met with Circ. Manager and YS Manager to discuss implications of impending retirement of cataloger. Contacted by the Illinois State Library and asked to serve as committee member for the 2016 Statewide Public Library Management Institute. Obtained legally required "Certificate of Publication" #15-0426 "Public Notice of Ordinance No. 15-2 otherwise known as the Building and Maintenance Levy passed by Board on 7/27/15. Attended the FOL August 12 meeting and submitted for FOL consideration a "wish list" of three items for the library including new folding tables w/electric/USB hookups, electrical work in YS Area, and one month subscription to Shutterstock. All three wish list items funded by the generosity of the FOL.

Treasurer's Report:

July, 2015 Financials-Motion made to accept monthly expenses in the amount of \$62,131.08 motion made by Bob Paty and seconded by Bob Hormell.

Roll Call: Kathy Dortch, Deborah Owen, Bob Hormell, Bob Paty, and Anne Link. Motion carried unanimously.

Finance Committee –Finance Committee Meeting discussed re simplifying budget preparation process.

Personnel Committee – Nothing to report

Building Committee- Nothing to Report

District Committee – Nothing to Report

Unfinished Business – Motion made to pay for the 13/14 Village Audit for \$1800.00 made by Bob Paty and seconded by Bob Hormell.

Roll Call-Kathy Dortch, Deborah Owen, Bob Hormell, Bob Paty, and Anne Link. Motion carried unanimously.

New Business –

- a. Adoption of Ordinance No. 15-3 (Budget & Appropriations Ordinance). Motion to approve the ordinance made by Bob Hormell and seconded by Bob Paty. Motion passed unanimously.
- b. Presentation of updated job descriptions for Technical Services Dept. and YS Assistant for Trustees to review and tabled until September meeting.
- c. Presentation of updated Organizational Chart to review and tabled until September meeting.

**Glen Carbon Centennial Library District
Board Meeting Minutes
Monday, August 24, 2015 at 7:00 p.m.
Community Room**

- d. Consideration of donation to the StraightUp Solar Company. Director to review and tabled until September meeting.
- e. Authorization and signing by Board President and Board Secretary of FY 14/15 IPLAR prepared by Library Director.

Adjournment made by Bob Hormell and seconded by Bob Paty at 9:25 pm

Date for next Regular Meeting – September 28, 2015

Glen Carbon Centennial Library District
Board Meeting Minutes
Monday, September 28, 2015 at 7:00 p.m.
Community Room

Call to Order: 7:00

Roll Call: Kathy Dortch, Deborah Owen, Bob Hormell, Bob Paty, and Anne Link. Amy Gabriel is absent with notice

Ron Pauli (Director)

Recognition of Visitors – Kevin Tepen, CPA for C.J. Schlosser & Co. L.L.C.

Audit Report-C.J. Schlosser & Co. L.L.C.: Discussion of GCCL Financial Statements and Supplementary Information for the Fourteen Months Ended June 30, 2015

Accept or correct following minutes:

- 8.24.15 Board Minutes-Motion made to accept minutes as corrected made by Bob Hormell and seconded by Bob Paty. Motion carried unanimously.
- 9.23.15 Personnel Committee Minutes-Motion made to accept minutes made by Bob Hormell and seconded by Bob Paty. Motion carried unanimously.

Communications:

August 24, 2015-Computer workshop article in Intelligencer
August 29-30, 2015-Computer workshop article in Intelligencer
September 7, 2015-Letter of resignation from GCCL employee
September 9, 2015-Children's author visit article in Intelligencer
September 15, 2015-Financial seminar for Small Businesses article in Intelligencer
September 17, 2015-Model Railroad Club article in Intelligencer
September 17, 2015-Tutoring article in Intelligencer
September 18, 2015-Book Sale article in Intelligencer
September 26-27, 2015-Halloween Costume Swap article in Intelligencer
September 26-27, 2015-October program scheduling article in Intelligencer

Phone/Email Lists Updates: Director initiated email service for GCCL Village Library Board Trustees

Director's Report:

Workmen's Compensation (new business to be discussed at an upcoming board meeting)

Treasurer's Report:

- a. August 2015 Financials-Motion made to accept monthly expenses in the amount of \$58,915.00 made by Bob Hormell and seconded by Deborah Owen.
Roll Call-Kathy Dortch, Deborah Owen, Bob Hormell, Bob Paty, Anne Link. Motion carried unanimously.

Finance Committee –Nothing to Report

Personnel Committee –Personnel Committee report discussed

Building Committee-Nothing to Report

District Committee – Nothing to Report

Unfinished Business – Clarification of Circulation Manager's salary as of July 2015

New Business –

- a. Adoption of Ordinance No. 15-4 (Tax Levy Ordinance). Motion to adopt the ordinance made by Bob Paty and seconded by Bob Hormell. Motion passed unanimously.
Roll Call-Kathy Dortch, Deborah Owen, Bob Hormell, Bob Paty, Anne Link
- b. Adoption of updated job description for the YS Assistant as now modified. Motion made by Bob Hormell and seconded by Bob Paty. Motion carried unanimously.
- c. Consideration of staff reassessment and job description made by Bob Hormell and seconded by Deborah Owen. Motion for the establishment of a YS Assistant for 20 hours a week at a pay range of \$10.50 - \$11.00 an hour.
Roll Call: Kathy Dortch (abstain), Deborah Owen (yes), Bob Hormell (yes), Bob Paty (yes), Anne Link (abstain)

Second motion made with additional discussion for a new motion presented to establish a YS Assistant for 20 hours a week at a pay of \$10.50 an hour.

Roll Call: Kathy Dortch (yes), Deborah Owen (yes), Bob Hormell (yes), Bob Paty (yes), Anne Link (yes). Motion carried unanimously.

- d. Adoption of updated Organizational Chart. Motion made by Deborah Owen and seconded by Bob Hormell. Motion carried unanimously.

Adjournment at 9:20pm

Date for next Regular Meeting – October 26, 2015

Date for November Regular Meeting – November 30, 2015

Closed Session at 9:25pm

- a. Library Director 6 month evaluation
Motion to accept Personnel meeting minutes for September 23, 2015 made by Deborah Owen and seconded by Bob Hormell.

Closed Session ended at 10:53pm

Motion made to end the Closed Session made by Deborah Owen and seconded by Bob Hormell.

Adjournment to Close Meeting at 10:54 moved by Bob Hormell and seconded Bob Paty.

THE LIBRARY BOARD MEETS THE 4TH MONDAY OF EACH MONTH AT 7:00 pm

**Glen Carbon Centennial Library District
198 South Main Street
Glen Carbon, IL 62034
618.288.1212**

Board Meeting Minutes

**Monday, October 26, 2015
Community Room**

Call to Order: 7:01 p.m.

Roll Call: Kathy Dortch, Bob Hormell, Debbie Owen, Bob Paty, Amy Gabriel, and Anne Link

Recognition of Visitors – Mayor Rob Jackstadt (unable to attend), Magi Henderson and Ron Pauli

Accept or correct minutes:

1. 9.28.15 Board Meeting: Motion to accept the meeting minutes as corrected made by Bob Hormell and seconded by Deborah Owen. Motion carried unanimously.
2. 10.14.15 Special Board Meeting: Motion to accept the meeting minutes as corrected made by Bob Hormell and seconded by Deborah Owen. Motion carried unanimously.
3. 10.19.15 Special Board Meeting: Motion made to accept the meeting minutes as corrected made by Amy Gabriel and seconded by Bob Hormell. Motion carried unanimously.

Motion made to go into Closed Session to approve Closed Meeting Session Minutes made by Bob Hormell and seconded by Amy Gabriel at 7:23 p.m.

Motion made to end Closed Session made by Bob Hormell and seconded by Bob Paty at 7:43 p.m.

Communications:

9/29/15 Intelligencer: Green Halloween Costume Swap & Shop/ Cougar Tutoring

10/1/15 Intelligencer: Green Halloween Costume Swap

10/2/15 Email from Joan Foster appreciating the video Magi Henderson created of the Young Pioneer's Day

10/3/15 Front Page Intelligencer: Green Halloween Costume Swap

10/5/15 Intelligencer: Cougar Tutoring Program

10/6/15 Intelligencer: 10 Signs of Alzheimer's /FINRA Financial Speaker/Green Halloween Costume Swap

10/7/15 and 10/8/15: Intelligencer: Green Halloween Costume Swap

10/13/15 Intelligencer: Cougar Tutoring Program/Full-featured article: Wizard Training Camp

10/14/15 Intelligencer: Cougar Tutoring Program/Story Time? STARS with Dogs/STEAM/Teen Makerspace/Jr. Friends

Director's Report: Presented and filed

Treasurer's Report: September 2015 Financials: Motion made to approve the September expenses of \$56,820.04 by Bob Paty and seconded by Bob Hormell

Roll Call: Kathy Dortch, Bob Hormell, Deborah Owen, Bob Paty, Amy Gabriel, and Anne Link

Finance Committee: Nothing to Report

Personnel Committee: Discussed protocol for library director search

District Committee: Nothing to Report

Unfinished Business: Nothing to Report

Building Committee: Nothing to Report

New Business:

1. Motion made to approve to close the Glen Carbon Centennial Library for a Staff Development Day on Friday, January 8, 2016 made by Deborah Owen and seconded by Bob Hormell. Motion carried unanimously.
2. No action taken on the Probationary Policy until the November 30, 2015 board meeting
3. No action taken on the staff evaluation forms until the November 30, 2015 board meeting
4. Motion to approve extra hours for the Administrative Assistant made by Bob Hormell and seconded by Amy Gabriel
Roll Call: Kathy Dortch, Bob Hormell, Deborah Owen, Bob Paty, Amy Gabriel, and Anne Link
5. Motion to approve Organizational Chart with corrections made by Bob Hormell and seconded by Amy Gabriel. Motion carried unanimously.
6. Motion to approve the Appointment of Bob Paty as the interim Benefits Administrator made by Bob Hormell and seconded by Amy Gabriel. Motion carried unanimously.

Motion made to adjourn made by Bob Hormell and seconded by Bob Paty at 9:07 p.m.

Date for next Regular Board Meeting – November 30, 2015

There will be no Regular Board Meeting in December 2016

The Library Board Meets the 4th Monday of Each Month at 7:00pm

Glen Carbon Centennial Library District

198 South Main Street

Glen Carbon, IL 62034

618-288-1212

Board Meeting Minutes

Monday, November 30, 2015

Community Room

Call to Order: 7:01 p.m.

Roll Call: Robert Paty, Deborah Owen, Robert Hormell, Amy Gabriel, Anne Link, and Kathy Dortch

Recognition of Visitors: Magi Henderson, Mayor Robert Jackstadt, Kevin Teller, Toni Jobe, and Amanda Wendel

Accept or correct minutes:

10.26.15 Board Meeting--Motion to accept the meeting minutes with one addition made by Robert Hormell and seconded by Deborah Owen. Motion carried unanimously.

11.5.15 Finance Committee Meeting—Motion to accept the meeting minutes made by Robert Hormell and seconded by Debbie Owen. Motion carried unanimously.

11.16.15 Personnel Committee Meeting—Motion to accept the minutes made by Robert Hormell and seconded by Amy Gabriel. Motion carried unanimously.

Motion to review and accept the October 26, 2015 Closed Meeting Minutes as required by OMA made by Robert Hormell and seconded by Robert Paty. Motion carried unanimously.

Communications: Discussed Intelligencer articles from 10/21/15-11/24/15

Treasurer's Report for October 2015 Financials:

Motion to approve the October expenses of \$53,663.38 made by Robert Hormell and seconded by Deborah Owen

Roll Call: Kathy Dortch, Amy Gabriel, Robert Hormell, Deborah Owen, Robert Paty, and Anne Link. Motion carried unanimously.

Finance Committee:

1. Financial Signatures: Motion made by Robert Paty to approve executive members as additional and authorized endorsers of financials. Authorized signatures include Kathy Dortch (President), Amy Gabriel (Vice President), Anne Link (Secretary), and Robert Hormell (Trustee Member). Deborah Owen seconded the motion.

Roll Call: Kathy Dortch, Amy Gabriel, Robert Hormell, Deborah Owen, Anne Link, and Robert Paty. Motion carried unanimously.

2. Report on Banking Ordinance

3. Discussion of E-pay

Personnel Committee:

1. Motion to approve the Glen Carbon Centennial Library director job description with discussed changes made by Robert Hormell and seconded by Amy Gabriel. Motion carried unanimously.
2. Motion to approve the director job posting with discussed changes made by Robert Hormell and seconded by Robert Paty. Motion carried unanimously.

3. Motion to approve \$500.00 for expenditures for the director job search made by Robert Hormell and seconded by Robert Paty.

Roll Call: Kathy Dortch, Amy Gabriel, Robert Hormell, Deborah Owen, Robert Paty, and Anne Link. Motion carried unanimously.

4. Personnel Meeting on Thursday, December 17, 2015 at 6:30 p.m.

District Committee: Nothing to Report

Building Committee: Nothing to Report

Unfinished Business:

1. Motion to accept the employee probationary policy with discussed changes made by Deborah Owen and seconded by Robert Paty. Motion carried unanimously.
2. Motion to accept the performance evaluation policy with discussed changes made by Robert Hormell and seconded by Robert Paty. Motion carried unanimously.

New Business:

1. Notice of Availability of Audit-signature required of Board Secretary
2. CY 2016 Library Closure Dates discussed
3. 2016 Board Meeting Dates discussed
4. (a) Per Capita grant application – Required review by Trustees of Chapter 5 – Technology Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014 (75ILCS 10/8, 1.1) Question number 5 discussed. (b) Per Capita – Review library's finance and fiscal climate, identify and describe how library funds are currently used to support educational programs and training opportunities for patrons. Discuss how the library fosters resource sharing and provide an example. Question Number 8 discussed. (c) Describe how the library plans use grant monies in order to meet standards in the most recent edition of Serving Our Public 3.0: Standards for

Illinois Public Libraries, 2014 discussed.

5. Designated Secretary of the Glen Carbon Centennial Library Board to receive Madison County Board of Review and Madison County Clerk correspondence.
6. Appointed three Library Trustees to the Library Director Search Committee—Deborah Owen, Robert Paty, and Anne Link
7. Discussed the most recent Glen Carbon Centennial Library District Long Range Plan.
8. Motion made by Deborah Owen to approve the Glen Carbon Centennial Library District as the emergency evacuation backup location for Glen Carbon Elementary School and seconded by Robert Hormell. Motion carried unanimously.

Motion made to adjourn the meeting made by Robert Hormell and seconded by Deborah Owen at 9:47 p.m.

There will be no Regular Board Meeting in December 2015.

The next scheduled Board Meeting is Monday, January 25, 2016.