

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

**Glen Carbon Centennial Library District**

**Board Meeting Minutes**

**Monday, January 25, 2016**

Call to Order: 7:01 p.m.

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

Recognition of Visitors: Magi Henderson, Joyce Bringenberg, and Michelle Mondloh

Accept or correct minutes

1. Motion to accept the November 30, 2015 Board Meeting Minutes as corrected made by Robert Hormell and seconded by Robert Paty. Motion carried unanimously.

Communications: Discussed Intelligencer articles from 11/30/2015 – 01/03/2016.

Motion made to move agenda items out of order by Robert Paty and seconded by Robert Hormell.  
Motion carried unanimously.

Director's Report Presented and Filed

Treasurer's Report Discussed:

1. Motion to approve the November 2015 financials of \$51,459.65 and December 2015 financials of \$42,429.85 made by Robert Paty and seconded by Robert Hormell.

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

Search Committee Report

1. Motion to approve the December 29, 2015 Director Search Committee Meeting Minutes made by Robert Hormell and seconded by Amy Gabriel. Motion carried unanimously.
2. Report on director candidates made by Glen Carbon Centennial Library staff members

Motion made by Robert Hormell and seconded by Amy Gabriel to go into Closed Session at 7:59p.m.  
Motion carried unanimously.

Motion made by Robert Hormell and seconded by Robert Paty to end Closed Session at 8:30 p.m.  
Motion carried unanimously.

Unfinished Business –

1. Motion made by Robert Hormell and seconded by Amy Gabriel to Revise Library Director Job Description to add the title of Safety Officer. Motion carried unanimously.

New Business –

1. Motion to appoint Kevin Teller to fill the Open Trustee position made by Robert Hormell and seconded by Deborah Owen. Motion carried unanimously.
2. Motion to replace the carpet in Teen Study Room 2 for \$1291.20 made by Amy Gabriel and seconded by Deborah Owen.

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

Motion to adjourn the meeting at 8:50 p.m. made by Amy Gabriel and seconded by Robert Hormell.  
Motion carried unanimously.

Date for next Regular Meeting – February 22, 2016

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

**Glen Carbon Centennial Library District**

**Board Meeting Minutes**

**Monday, February 22, 2016**

Call to Order: 7:04 p.m.

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

Recognition of Visitors: Magi Henderson, Kevin Tellor

Oath of Office was administered for Kevin Tellor

Accept or correct minutes

1. Motion to accept the January 25, 2016 Board Meeting Minutes, moved by Bob Hormell seconded by Bob Paty. Motion carried unanimously. Amy Gabriel left at 8:00pm.

Motion made to move agenda items out of order by Deborah Owen and seconded by Amy Gabriel. Motion carried unanimously.

Motion made by Robert Hormell and seconded by Amy Gabriel to go into Closed Session at 7:15p.m. Motion carried unanimously.

Motion made by Amy Gabriel and seconded by Robert Hormell to end Closed Session at 7:58 p.m. Motion carried unanimously.

Motion to extend the directorship of the GCCL by Deborah Owen and Seconded by Amy Gabriel.

Roll call: Robert Paty, Kathy Dortch, Kevin Tellor, Deborah Owen, Amy Gabriel, and Robert Hormell. Passed unanimously.

Communications: Discussed Intelligencer articles from 2/9/2016-2/22/2016. FOL annual Ladies' Night Out needs support.

Director's Report Presented and Filed

Treasurer's Report Discussed:

1. Motion to approve the January 2016 financials of \$29,061.80 made by Robert Paty and seconded by Robert Hormell.

Roll Call: Kathy Dortch, Deborah Owen, Robert Paty, Robert Hormell, and Kevin Tellor. Motion carried unanimously.

Search Committee Report

1. Motion to approve the February 19, 2016 Director Search Committee Meeting Minutes made by Robert Hormell and seconded by Robert Paty . Motion carried unanimously.

Unfinished Business –

None

New Business –

1. Develop long range Building Maintenance Plan

Motion to adjourn the meeting at 8:45 p.m. made by Debbie Owen and seconded by Robert Hormell.  
Motion carried unanimously.

Date for next Regular Meeting – March 28, 2016

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

**Glen Carbon Centennial Library District**

**Board Meeting Minutes**

**Monday, March 28, 2016**

Call to Order: 7:00 p.m.

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

Recognition of Visitors: None

Accept or correct minutes

Motion to accept the February 22, 2016 Board Meeting Minutes, moved by Amy Gabriel and seconded by Robert Hormell. Motion carried unanimously.

Communications: Discussed Intelligencer articles from 2/18/2016-3/28/2016.

Director's Report Presented and Filed

Treasurer's Report Discussed:

Motion to approve the February 2016 financials of \$38,049.44 made by Robert Hormell and seconded by Deborah Owen.

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

Motion to approve Christine Gerrish to be added to the bank signature list made by Robert Hormell and seconded by Amy Gabriel.

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

Personnel Committee Report:

1. Health Insurance
2. Report of Personnel Committee Meeting

Building Committee Report:

1. Discussion of Bid Process
2. Update of Building Long Range Maintenance Plan

New Business:

1. Committee Assignments

2. New Committees

3. Motion made by Robert Hormell to appoint Christine Gerrish as the IMRF agent and seconded by Robert Paty. Motion carried unanimously.

4. Revise Dates for Future Glen Carbon Centennial Library District Board

Meetings – Ordinance required.

Motion to adjourn the meeting at 8:37 p.m. made by Robert Hormell and seconded by Deborah Owen. Motion carried unanimously.

Date for next Regular Meeting - April 25, 2016



Glen Carbon Centennial Library District  
Board Meeting Minutes  
Wednesday, April 27, 2016

Call to Order: 7:00 p.m.

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

Christine Gerrish (Director)

Recognition of Visitors: None

Accept or correct minutes:

Motion to accept the March 28, 2016 Board Meeting Minutes made by Robert Hormell and seconded by Amy Gabriel. Motion carried unanimously.

Communications: Discussed Intelligencer articles from 3/31/2016-4/16/2016

Phone/Email List Updates

Director's Report Presented and Filed

Treasurer's Report Discussed:

Motion to approve the March 2016 financials of \$53,634.58 made by Robert Hormell and seconded by Deborah Owen.

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

Personnel Committee Report:

- a. No Report

Building Committee Report:

- a. Report & Status of Long Range Plan
- b. Discussion of bid process
- c. Discussion of building projects for FY 2016-2017

Unfinished Business:

- a. Motion made by Deborah Owen to approve the revised dates for future Glen Carbon Centennial Library District Board Meetings to the 2<sup>nd</sup> Thursday of the month from June-November 2016. Robert Hormell seconded the motion. Motion carried unanimously.
- b. Discussion of Trustee Committee Assignments



New Business:

- a. Motion made by Robert Hormell to adopt the corrected Library Director Evaluation form and seconded by Kevin Tellor. Motion carried unanimously.

Motion to adjourn the meeting at 8:27 p.m. made by Robert Hormell and seconded by Deborah Owen. Motion carried unanimously.

Date for next Regular Meeting: May 31, 2016

**Glen Carbon Centennial Library District  
Board Meeting Minutes  
Thursday, May 31, 2016 at 7:00 p.m.  
Community Room**

Call to Order: 7:10 p.m.

Roll Call: Kathy Dortch, Deborah Owen, Robert Paty, Robert Hormell, Kevin Tellor, and Anne Link; Amy Gabriel is absent with notice

Christine Gerrish (Director)

Recognition of Visitors: None

Accept or correct following minutes:

Motion made to accept the April 27, 2016 Board Meeting Minutes made by Robert Hormell and seconded by Kevin Tellor. Motion carried unanimously.

Motion made to accept the January 25, 2016 Closed Board Minutes and the corrected February 22, 2016 Closed Board Minutes made by Deborah Owen, and seconded by Robert Hormell. Motion carried unanimously.

Communications: Discussed Intelligencer articles from 5/5/16-5/10/2016

Phone/Email Lists Updates: None

Director's Report presented and filed

Treasurer's Report Discussed:

Motion to approve the April 2016 financials of \$43,926.17 made by Robert Paty and seconded Robert Hormell.

Roll Call: Kathy Dortch, Deborah Owen, Robert Paty, Robert Hormell, Anne Link, and Kevin Tellor.

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

- a. Preliminary Budget
- b. Transfers
- c. Special Reserve Fund Ordinance
- d. Special Reserve Fund Plan Ordinance
- e. Bank Accounts

Motion to close unutilized grants bank account made by Robert Paty and seconded by Robert Hormell. Motion carried unanimously.

Motion to approve the Finance Committee meeting minutes for May 20, 2016 made by Deborah Owen and seconded by Robert Hormell. Motion carried unanimously.

**Glen Carbon Centennial Library District  
Board Meeting Minutes  
Thursday, May 31, 2016 at 7:00 p.m.  
Community Room**

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

- a. Personnel Report
- b. Holiday Policy
- c. Sick Leave Policy
- d. Overtime Policy

Motion to approve the Personnel Committee meeting minutes for May 25, 2016 made by Robert Hormell and seconded by Robert Paty. Motion carried unanimously.

Motion to approve the Holiday Pay Policy as presented, effective July 1, 2016, made by Robert Hormell and seconded Robert Paty.

Roll Call: Kathy Dortch, Deborah Owen, Robert Paty, Robert Hormell, Anne Link, and Kevin Tellor.

Motion to adopt the Sick Leave Policy as corrected, effective July 1, 2016, made by Robert Hormell and seconded by Robert Paty. Motion carried unanimously.

Motion to approve the Overtime Policy, effective July 1, 2016, made by Robert Hormell and seconded by Robert Paty.

Roll Call: Kathy Dortch, Deborah Owen, Robert Paty, Robert Hormell, Anne Link, and Kevin Tellor.

Building Committee-Robert Hormell (chair); member, Kevin Tellor

- a. Discussion of building projects for FY 2016-2017
- b. Projects to be included in FY 2015-2016
- c. Security Cameras

Motion to approve \$7305.00 to purchase and install security cameras from George Alarm Company made by Robert Hormell and seconded by Kevin Tellor.

Roll Call: Kathy Dortch, Deborah Owen, Robert Paty (abstained), Robert Hormell, Anne Link, and Kevin Tellor.

Unfinished Business –

- a. Adoption of Bid Process

New Business –

- b. Non-Resident Card Fee
- c. Elect Slate of Officers

Motion to approve the Non-Resident Card Fee of \$132.05 for the FY 2016-2017 made by Robert Hormell and seconded by Deborah Owen. Motion carried unanimously.

Re-election of Robert Paty as Treasurer of the Board

Re-election of Anne Link as Secretary of the Board

Amy Gabriel respectfully declines to continue the position as Vice President of the Board

Re-election of Kathy Dortch as President of the Board

Motion made by Kathy Dortch (Board President) to elect Deborah Owen as Vice President of the Board.

Motion carried unanimously.

Motion to adjourn the meeting at 9:28 p.m. made by Kevin Tellor and seconded by Robert Hormell.

Motion carried unanimously.

**Glen Carbon Centennial Library District  
Board Meeting Minutes  
Thursday, May 31, 2016 at 7:00 p.m.  
Community Room**

Date for next Regular Meeting – June 9, 2016

**Glen Carbon Centennial Library District  
Board Meeting Minutes  
Thursday, June 9, 2016 at 7:00 p.m.  
Community Room**

Call to Order: 7:04 p.m.

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

Christine Gerrish (Director)

Recognition of Visitors: None

Accept or correct following minutes:

Motion made to accept the May 31, 2016 Board Meeting minutes made by Robert Hormell and seconded by Amy Gabriel. Motion carried unanimously.

Motion to accept the January 2016-June 2016 Closed Board Meeting minutes made by Amy Gabriel and seconded by Robert Hormell. Motion carried unanimously.

Communications: Discussed Intelligencer articles from 6/6/2016 and personal note from student patron.

Director's Report—Christine Gerrish (director)

- a. Presented and Filed

Treasurer's Report Discussed:

Motion to approve the May 2016 financials of \$41,774.30 made by Robert Paty and seconded by Robert Hormell.

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

Motion passed unanimously.

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

- a. Review meeting minutes
- b. Budget Report

Motion to accept the June 2, 2016 Finance Committee Meeting minutes made by Amy Gabriel and seconded by Deborah Owen. Motion carried unanimously.

Motion to accept the FY 16-17 Budget for \$321,543.00 made by Robert Paty and seconded by Amy Gabriel

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

Motion passed unanimously.

**Glen Carbon Centennial Library District  
Board Meeting Minutes  
Thursday, June 9, 2016 at 7:00 p.m.  
Community Room**

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

- a. Personnel Report

Motion to accept the FY 16-17 Personnel Budget for \$331,127.59 made by Robert Hormell and seconded by Amy Gabriel.

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

Motion passed unanimously.

Building Committee-Robert Hormell (chair); member, Kevin Tellor

- a. Discussion of building projects for FY 2016-2017

Motion to approve the Building Committee Meeting minutes for April 25, 2016, May 5, 2016, and May 24, 2106 made by Robert Hormell and seconded by Deborah Owen. Motion carried unanimously.

Unfinished Business –

- a. Special Reserve Fund Ordinance (16-1)
- b. Special Reserve Fund Plan Ordinance (16-2)

Motion to accept the Special Reserve Fund Ordinance (16-1) made by Robert Hormell and seconded by Deborah Owen. Motion carried unanimously.

Motion to accept the Special Reserve Fund Plan Ordinance (16-2) made by Amy Gabriel and seconded by Robert Paty. Motion carried unanimously.

New Business –

- a. Committee Appointments
- b. Prevailing Wage Ordinance (16-3)
- c. Review of Closed Minutes

Motion to accept the Prevailing Wage Ordinance (16-3) made by Robert Paty and seconded by Robert Hormell. Motion carried unanimously.

Adjournment -

Motion to adjourn the meeting at 8:27 p.m. made by Deborah Owen and seconded by Amy Gabriel. Motion carried unanimously.

Date for next Regular Meeting – July 14, 2016

**Glen Carbon Centennial Library District  
Board Meeting  
Thursday, July 14, 2016 at 7:00 p.m.  
Community Room**

Call to Order: 7:03 p.m.

Roll Call: Kathy Dortch, Deborah Owen, Robert Hormell, Amy Gabriel, and Anne Link; Kevin Tellor and Robert Paty are absent with notice.

Christine Gerrish (Director)

Recognition of Visitors: None

Accept or correct following minutes:

Motion made to accept the June 9, 2016 Board Meeting minutes as corrected made by Robert Hormell and seconded by Amy Gabriel. Motion carried unanimously.

Communications: Discussed July 5, 2016 communication from the Village of Glen Carbon on the Economic Development Planning Process and Intelligencer articles from 6/10/2016-6/28/2016.

Director's Report – Christine Gerrish

- a. Presented and filed

Treasurer's Report – Christine Gerrish in Robert Paty's absence

- a. June, 2016 Financials

A motion to approve the June 2016 financials as corrected with the original amount of \$55218.43 to \$49667.76, a difference of \$5656.98 with the following line items removed and paid in the 2016-2017 budget: 337-Janitorial for \$1200.00; 383-Longterm Lease Copier for \$609.10; 391-Liability Insurance for \$2457.00; 392-Property and Casualty for \$390.88 made by Debbie and seconded by Robert Hormell  
Roll Call: Kathy Dortch, Deborah Owen, Robert Hormell, Amy Gabriel, and Anne Link; Motion passed unanimously.

Finance Committee – Report given by Director in Robert Paty's absence Robert Hormell, Deborah Owen

- a. Budget Report

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

- a. Director's 3 Month Review

Building Committee-Robert Hormell (chair); member, Kevin Tellor

- a. Building Report
- b. Plumbing
- c. Tuckpointing

Motion made to accept the bid for plumbing repair made by Robert Hormell and seconded by Deborah Owen.

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

**Glen Carbon Centennial Library District  
Board Meeting  
Thursday, July 14, 2016 at 7:00 p.m.  
Community Room**

Unfinished Business –

- a. Purchasing Policy
- b. Parking

Motion made to adopt the purchasing policy as presented made by Robert Hormell and seconded by Amy Gabriel. Motion carried unanimously.

New Business –

- a. District Committee
- b. Bylaws Committee
- c. Medicare Tax
- d. Long Range Plan
- e. Outdoor Furniture
- f. Homecoming
- g. Building and Maintenance Ordinance (16-4)
- h. Budget and Appropriation Ordinance (16-5)

Motion to accept the Building and Maintenance Ordinance (16-4) made by Robert Hormell and seconded by Deborah Owen. Motion carried unanimously.

Adjournment-

Motion to adjourn the meeting at 9:00 p.m. made by Amy Gabriel and seconded by Deborah Owen. Motion carried unanimously.

Date for next Regular Meeting – August 11, 2016



**Glen Carbon Centennial Library District  
Board Meeting Minutes  
Thursday, August 11, 2016 at 7:00 p.m.  
Community Room**

Call to Order: 7:00 p.m.

Roll Call: Kathy Dortch, Deborah Owen, Robert Paty, Robert Hormell, Kevin Tellor present; Amy Gabriel and Anne Link are absent with notice.

Christine Gerrish (Director)

Recognition of Visitors: None

Accept or correct following minutes:

Motion made to accept the July 14, 2016 Board Meeting minutes as corrected made by Robert Paty and seconded by Deborah Owen. Motion carried unanimously.

Communications: Discussed Intelligencer article from 7/18/2016 which included Ordinance 16-4. Discussed development plans for various properties within the village of Glen Carbon.

Director's Report — Christine Gerrish (director)

- a. Presented and Filed

Treasurer's Report Discussed:

Motion to approve the July 2016 financials of \$30,837.88 made by Robert Paty and seconded by Robert Hormell.

Roll Call: Kathy Dortch, Deborah Owen, Robert Paty, Robert Hormell, and Kevin Tellor. Motion carried unanimously .

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

- a. Budget Report

Motion to move \$42,500 to the Special Reserve Fund made by Robert Paty and seconded by Kevin Tellor.

Roll Call: Kathy Dortch, Deborah Owen, Robert Paty, Robert Hormell, and Kevin Tellor. Motion carried unanimously.

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

- a. Motion to approve minutes from July 14, 2016 made by Robert Hormell and seconded by Robert Paty. Motion approved unanimously.
- b. Motion to approve closed minutes from July 14, 2016 made by Robert Paty and seconded by Kathy Dortch. Motion approved unanimously.

Building Committee – Robert Hormell (chair); member, Kevin Tellor

- a. Discussion of building projects for FY 2016-2017; continuing to pursue bids for tuck pointing and additional lighting. Plumbing efforts should be completed within the next week or so.

By-laws Committee – Kevin Tellor, Robert Hormell and Deborah Owen (chair) will comprise this ad hoc committee

**Glen Carbon Centennial Library District  
Board Meeting Minutes  
Thursday, August 11, 2016 at 7:00 p.m.  
Community Room**

Unfinished Business –

- a. Long range plan review (C. Gerrlich provided detail for discussion)
- b. Budget and Appropriation Ordinance (16-5)

Motion to approve Budget and Appropriation Ordinance (16-5) made by Robert Hormell and seconded by Robert Paty.

Roll Call: Kathy Dortch, Deborah Owen, Robert Paty, Robert Hormell, and Kevin Tellor. Motion carried unanimously.

New Business –

- a. Amendment to Loan Period Policy
- b. Liability Insurance
  - a. Dram shop laws issue
- c. Banking Policy
- d. Election and Terms
  - a. Change of six year terms to four year terms

Motion to amend Loan Period Policy made by Deborah Owen and seconded by Kevin Tellor. Motion carried unanimously.

Motion to adopt the Banking Policy made by Robert Hormell and seconded by Kevin Tellor. Motion carried unanimously.

Adjournment -

Motion to adjourn the meeting at 9:45 p.m. made by Robert Hormell and seconded by Kevin Tellor. Motion carried unanimously.

Date for next Regular Meeting – September 8, 2016

**Glen Carbon Centennial Library District  
Board Meeting Minutes  
Thursday, September 8, 2016 at 7:00 p.m.  
Community Room**

Call to Order: 7:00 p.m.

Roll Call: Kathy Dortch, Deborah Owen, Robert Paty, Robert Hormell, Kevin Tellor, Amy Gabriel present; Anne Link is absent with notice.

Christine Gerrish (Director)

Recognition of Visitors: None

Accept or correct following minutes:

Motion made to accept the August 11, 2016 Board Meeting minutes as corrected made by Deborah Owen and seconded by Robert Paty. Motion carried unanimously.

Communications: Discussed Intelligencer articles on hosting seminar on financing college, Annie Oakley event, and other programs at GCLD. Mentioned various letters of thanks for summer youth and the detention center event.

Director's Report — Christine Gerrish (director)

- a. Presented and Filed

Treasurer's Report – Robert Paty:

Motion to approve the August 2016 financials of \$68,288.57 made by Robert Hormell and seconded by Robert Paty.

Roll Call: Kathy Dortch, Deborah Owen, Robert Paty, Robert Hormell, Amy Gabriel and Kevin Tellor.

Motion carried unanimously .

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

- a. No Report

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

- a. Motion to go into closed session at 7:43pm. Made by Amy Gabriel and seconded by Kevin Tellor. Motion approved unanimously. Came out of closed session at 8:09pm.

Building Committee – Robert Hormell (chair); member, Kevin Tellor

- a. Discussion of building projects for FY 2016-2017; discussed current status of bids for tuck pointing and additional lighting. Plumbing efforts were completed.

By-laws Committee – Deborah Owen (chair) want to have a first meeting in the next few weeks

Unfinished Business –

- a. Election and Terms – best to remain on the current approach with six year terms going forward
- b. Liability Insurance – more evaluation to be done with a report next month

New Business –

**Glen Carbon Centennial Library District  
Board Meeting Minutes  
Thursday, September 8, 2016 at 7:00 p.m.  
Community Room**

a. Fiscal Year 2016 Tax Levy (16-6)

Motion to approve Tax Levy Ordinance (16-6) made by Amy Gabriel and seconded by Deborah Owen.

Roll Call: Kathy Dortch, Deborah Owen, Robert Paty, Robert Hormell, Amy Gabriel and Kevin Tellor.

Motion carried unanimously.

Adjournment

Motion to adjourn the meeting at 8:55p.m. made by Kevin Tellor and seconded by Deborah Owen.

Motion carried unanimously.

Date for next Regular Meeting – October 13, 2016

**Glen Carbon Centennial Library District  
Board Meeting Minutes  
Thursday, October 13, 2016 at 7:00 p.m.  
Community Room**

Call to Order: 7:02 p.m.

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

Christine Gerrish (Director)

Recognition of Visitors: None

Accept or correct following minutes:

Motion made to accept the September 8, 2016 Board Minutes as corrected made by Robert Hormell and seconded by Robert Paty. Motion carried unanimously.

Communications: Discussed Intelligencer articles from September 22-October 3, 2016. Mentioned various letters from and programs for detention center. Discussed article from the month of September 2016 in the Illinois Suburban Journal regarding library programming.

Director's Report – Christine Gerrish (Director)

- a. Report presented and filed

Treasurer's Report – Robert Paty:

Motion to approve the September 2016 Financials of \$49,067.07 made by Robert Hormell and seconded by Deborah Owen.

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

Motion to approve the October 2016 Transfers made by Robert Hormell and seconded by Amy Gabriel.

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

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

- a. No Report

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

- a. No Report

Building Committee-Robert Hormell (chair); member, Kevin Tellor

- a. Discussion of the status of work approved and bids solicited. New water fountain installed and patio furniture ordered.

Bylaws Committee- Deborah Owen (chair); member, Robert Hormell

- a. Update

**Glen Carbon Centennial Library District  
Board Meeting Minutes  
Thursday, October 13, 2016 at 7:00 p.m.  
Community Room**

Unfinished Business –

- a. Discussion of GCCLD board elections and terms
- b. Discussion of liability insurance

New Business –

Motion to approve a raise to the Director's salary by \$2500.00, retroactive to October 1, 2016, made by Robert Hormell and seconded by Robert Paty.

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

- a. Discussed Per Capita Grant Access Standards
- b. Discussion of the library meeting the needs of the community as provider of educational programs, new technologies, and training opportunities

Adjournment –

Motion made to adjourn the meeting at 8:26 p.m. made by Robert Hormell and seconded by Kevin Tellor. Motion carried unanimously.

Date for next Regular Meeting – November 10, 2016

**Glen Carbon Centennial Library District  
Board Meeting Minutes  
Thursday, November 10, 2016 at 7:00 p.m.  
Community Room**

Call to Order: 7:04 p.m.

Roll Call: Kathy Dortch, Deborah Owen, Robert Paty, Robert Hormell, Kevin Tellor, Amy Gabriel present and Anne Link absent with notification.

Motion to suspend agenda by Debbie Owen and seconded by Robert Paty to suspend the agenda to address the agenda.  
Motion passed unanimously.

Kevin Tepen of C. J. Schlosser & Company, L.L.C. reviewed the content of the current audit report for GCCLD.

Christine Gerrish (Director)

Recognition of Visitors: None

Accept or correct following minutes:

Motion to accept the October 13, 2016 Board Minutes as corrected made by Debbie Owen and seconded by Amy Gabriel.  
Motion carried unanimously.

Motion to accept the October 25, 2016 By-law Committee Minutes made by Robert Hormell and seconded by Robert Paty.  
Motion carried unanimously.

Motion to accept the November 1, 2016 By-law Committee Minutes as corrected by Robert Hormell made by Robert Hormell and seconded by Robert Paty. Motion carried unanimously.

Communications: Discussed Intelligencer articles on Trivia Night and Blood Drive. Suburban Journal (online) reported on youth event, seniors group and retirement by design. Mentioned letter from Glen Carbon Elementary on Family Reading Club program.

Director's Report – Christine Gerrish (Director)

- a. Report presented and filed
- b. Discussed
  - a. Motion made to procure Mobile hot spots specifically for use within the library premises made by Robert Hormell and seconded by Robert Paty at a rate of \$10/month for five units paid on an annual basis (\$600). Roll call: Kathy Dortch, Deborah Owen, Kevin Tellor, Robert Paty, Amy Gabriel, and Robert Hormell. Motion passed unanimously.
  - b. Strategic Plan discussion
  - c. Security, identity protection and travel policies
  - d. Travel ordinance

Treasurer's Report – Robert Paty:

Motion to approve the October 2016 Financials of \$43,010.74 made by Robert Hormell and seconded by Deborah Owen.

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

Motion to approve the parking expense of \$15 made by Robert Hormell and seconded by Amy Gabriel.

Roll Call: Kathy Dortch, Kevin Tellor, Robert Paty, Amy Gabriel, and Robert Hormell. Motion carried unanimously.

Motion to approve the November 2016 Transfers made by Debbie Owen and seconded by Robert Hormell. Social Security/Medicare = \$1238.81, IMRF = \$1612.98, Audit = \$400, Building = \$5074, Insurance = \$902.04.

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

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

- a. No Report

**Glen Carbon Centennial Library District  
Board Meeting Minutes  
Thursday, November 10, 2016 at 7:00 p.m.  
Community Room**

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

- a. No Report

Building Committee-Robert Hormell (chair); member, Kevin Tellor

- a. No Report

By-laws Committee- Deborah Owen (chair); member, Robert Hormell, Kevin Tellor

- a. Update
- b. Solicit comments for January meeting so that we can vote on final approval and adoption

Unfinished Business –

- a. Insurance Audit – received refund for this and last year

New Business –

- a. Discussed audit at beginning of meeting
- b. Discussed term limits of officers and need for an ordinance
- c. Motion to approve the adoption of the Identity Protection Policy made by Robert Hormell and seconded by Debbie Owen. Motion carried unanimously.
- d. Motion to approve the adoption of the Security Camera Policy made by Robert Hormell and seconded by Amy Gabriel. Motion carried unanimously.
- e. Motion to approve the adoption of the Travel Ordinance made by Robert Hormell and seconded by Kevin Tellor. Motion carried unanimously.
- f. Motion to approve the adoption of the Travel Policy made by Amy Gabriel and seconded by Robert Paty. Motion carried unanimously.
- g. Discussed procurement of new trash cans for the restrooms. Christi will proceed within her authority.
- h. Motion to procure and install new hinges for both north exterior doors at a cost of \$763.07 made by Kevin Tellor and seconded by Amy Gabriel. Roll Call: Kathy Dortch, Deborah Owen, Kevin Tellor, Robert Paty, Amy Gabriel, and Robert Hormell. Motion carried unanimously.
- i. Motion to approve that Kathy Dortch – President, Robert Paty – Treasurer and Christi Gerrish - Director as signers for all checks made by Robert Hormell and seconded by Debbie Owen. Motion carried unanimously.

Adjournment –

Motion made to adjourn the meeting at 8:45 p.m. made by Kevin Tellor and seconded by Robert Hormell. Motion carried unanimously.

Date for next Regular Meeting – January 12, 2017