

**Glen Carbon Centennial Library District
Board Meeting Minutes
Thursday, January 12, 2017 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, and Anne Link

Christine Gerrish (Director)

Recognition of Visitors: None

Accept or correct following minutes:

- Motion made to accept the November 11, 2016 Board Minutes as corrected by Robert Hormell and seconded by Deborah Owen. Motion carried unanimously.

Communications: Discussed Intelligencer articles from November 15, 2016-January 4, 2017 and articles from the Illinois Suburban Journals from November 16-December 21, 2016 regarding various library programming.

Director's Report – Christine Gerrish

- a. Report presented and filed

Treasurer's Report – Robert Paty

- a. Motion to approve the November 2016 Financials of \$42,879.21 made by Robert Hormell and seconded by Amy Gabriel.

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

- b. Motion to approve the December 2016 Financials of \$35,683.20 made by Robert Hormell and seconded by Deborah Owen.

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

- c. Motion to approve the November and December 2016 Transfers total made by Robert Hormell and seconded by Amy Gabriel. Social Security/Medicare = \$2453.67, IMRF = \$3220.77, Audit = \$4625.00, Building = \$387.27, Insurance = \$1412.90.

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

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

- a. Finance Report Discussed

Bylaws Committee

- a. Discussed Bylaws

Unfinished Business –

- a. Discussed Updated Bylaws – Final Reading
- b. Discussed Bank Account Signatures

**Glen Carbon Centennial Library District
Board Meeting Minutes
Thursday, January 12, 2017 at 7:00 p.m.
Community Room**

New Business –

- a. Motion to approve Ordinance 17-1, 2017 Meeting Dates made by Robert Hormell and seconded by Deborah Owen. Motion carried unanimously.
- b. Motion to approve Ordinance 17-2, Library Board Terms of Officers made by Deborah Owen and seconded by Robert Hormell. Motion carried unanimously.
- c. Motion made to terminate the Bringing in the Arts Kiosks and Policy made by Deborah Owen and seconded by Amy Gabriel. Motion carried unanimously.
- d. Motion to amend the Sick Leave Policy Amendment to comply with the Employee Sick Leave Act (Public Act 099-0841) made by Deborah Owen and seconded by Kevin Tellor. Motion carried unanimously.
- e. Motion to approve the Mobile Hotspot Policy made by Amy Gabriel and seconded by Robert Hormell. Motion carried unanimously.
- f. Motion to approve the adoption of the Hours of Service Policy made by Robert Hormell and seconded by Deborah Owen. Motion carried unanimously.
- g. Motion to approve the adoption of the Material Selection Policy made by Robert Hormell and seconded by Deborah Owen. Motion carried unanimously.
- h. Motion to approve the adoption of the Replacement Policy made by Robert Hormell and seconded by Deborah Owen. Motion carried unanimously.
- i. Motion made to approve the Loan Periods Policy by Robert Hormell and seconded by Kevin Tellor. Motion carried unanimously.
- j. Motion to approve the adoption of the Petty Cash Policy made by Robert Hormell and seconded by Deborah Owen. Motion carried unanimously.
- k. Determined that the Task Policy and Personnel Manual Layout is an Administrative Task

Adjournment –

Motion made to adjourn the meeting at 8:31 p.m. made by Robert Hormell and seconded by Kevin Tellor. Motion carried unanimously.

Date for next Regular Meeting – February 9, 2017

**Glen Carbon Centennial Library District
Board Meeting Minutes
Thursday, February 9, 2017 at 7:00 p.m.
Community Room**

Call to Order: 7:00 p.m.

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

Christine Gerrish (Director)

Recognition of Visitors: None

Accept or correct following minutes:

- Motion made to accept the January 12, 2017 Board Minutes by Robert Hormell and seconded by Kevin Tellor. Motion carried unanimously.

Communications: Discussed notice in stltoday.com on January 18, 2017 and February 1, 2017, Intelligencer from January 28 through February 3, 2017.

Director's Report – Christine Gerrish

- a. Report presented and filed

Treasurer's Report – Robert Paty

- a. Motion to approve the January 2017 Financials of \$43,016.17 made by Robert Hormell and seconded by Kevin Tellor.
Roll Call: Deborah Owen, Robert Paty, Robert Hormell, and Kevin Tellor. Motion carried unanimously.
- b. Motion to approve the January 2017 Transfers total made by Robert Hormell and seconded by Deborah Owen. Social Security/Medicare = \$1,195.02, IMRF = \$1,539.15, Building = \$5,536.52, Insurance = \$1,741.20.
Roll Call: Deborah Owen, Robert Paty, Robert Hormell, and Kevin Tellor. Motion carried unanimously.

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

- a. Finance Report – no discussion

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

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

- a. Motion to approve acceptance of Rain Barrel project made by Kevin Tellor and seconded by Robert Hormell. Motion passed unanimously.
- b. Masonry Work – remanded the issue to March meeting with direction to seek additional bids (at least two more)

Unfinished Business –

- a. Updated Bylaws – Motion made to accept the revised by-laws as a policy by Robert Hormell and seconded by Deborah Owen. Motion passed unanimously.

**Glen Carbon Centennial Library District
Board Meeting Minutes
Thursday, February 9, 2017 at 7:00 p.m.
Community Room**

New Business –

- a. Motion to approve the disposal of records as listed in application # 17:007 to be submitted to the Local Records Commission made by Robert Hormell and seconded by Kevin Tellor. Motion passed unanimously.
- b. Motion to approve the Credit card Machine Security Policy made by Robert Paty and seconded by Deborah Owen. Motion passed unanimously.
- c. Motion to approve the revised Catalog job description and remove the Assistant Cataloger position. Motion made by Deborah Owen and seconded by Robert Hormell. Motion passed unanimously.
- d. Motion made to approve the New Services job description as revised by Robert Paty and seconded by Kevin Tellor. Motion passed unanimously.
- e. Motion to approve the revised USA Patriot Act and Policy as presented. Motion by Robert Paty and seconded by Robert Hormell. Motion passed unanimously.
- f. Motion to approve the Disabled Patron Policy made by Robert Hormell and seconded by Kevin Tellor. Motion carried unanimously.
- g. Motion to approve the adoption of the Grievance Policy made by Robert Hormell and seconded by Deborah Owen. Motion carried unanimously.

Adjournment –

Motion made to adjourn the meeting at 8:19 p.m. made by Robert Hormell and seconded by Kevin Tellor. Motion carried unanimously.

Date for next Regular Meeting – February 9, 2017

**Glen Carbon Centennial Library District
Board Meeting Minutes
Thursday, March 9, 2017 at 7:00 p.m.
Community Room**

Call to Order: 7:00 p.m.

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

Christine Gerrish (Director)

Recognition of Visitors: None

Accept or correct following minutes:

- Motion made to accept the February 9, 2017 Board Minutes by Robert Hormell and seconded by Amy Gabriel. Motion carried unanimously.

Communications: Discussed notices in stltoday.com from February 8, 2017 to March 1, 2017, Intelligencer from February 8 through March 3, 2017.

Director's Report – Christine Gerrish

- a. Report presented and filed
- b. Discussion concerning the restrictions that may apply to disruptive patrons.

Treasurer's Report – Robert Paty

- a. Motion to approve the February 2017 Financials of \$40,858.60 made by Robert Paty and seconded by Amy Gabriel.
Roll Call: Kathy Dortch, Amy Gabriel, Deborah Owen, Robert Paty, Robert Hormell, and Kevin Tellor. Motion carried unanimously.
- b. Motion to approve the February 2017 Transfers total made by Robert Paty and seconded by Deborah Owen. Social Security/Medicare = \$1,252.29, IMRF = \$1,549.47, Building = \$1,319.98, Insurance = \$2,831.51.
Roll Call: Kathy Dortch, Amy Gabriel, Deborah Owen, Robert Paty, Robert Hormell, and Kevin Tellor. Motion carried unanimously.

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

- a. Finance Report – preliminary discussion as to beginning to construct the 2017-2018 budget
- b. Approval of the contract with Franklin & Vaughn for their services from March 1, 2017 through December 31, 2017 at a monthly rate of \$380. Motion made to accept this contract made by Robert Hormell and seconded by Robert Paty. Roll Call: Kathy Dortch, Amy Gabriel, Deborah Owen, Robert Paty, Robert Hormell, and Kevin Tellor. Motion carried unanimously.
- c. Approval of the minutes of the March 9, 2017 committee meeting. Motion made by Robert Hormell and seconded by Amy Gabriel. Motion carried.

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

- a. Discussed the need for the trustees to complete the director one-year evaluation and provide to Deborah by March 30, 2017.

**Glen Carbon Centennial Library District
Board Meeting Minutes
Thursday, March 9, 2017 at 7:00 p.m.
Community Room**

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

- a. Masonry Work – Motion to approve the engagement of Henderson to develop a thorough Request for Proposal to be submitted to vendors in order to elicit their bids on the defined project made by Robert Hormell and seconded by Robert Paty. Roll Call: Kathy Dortch, Amy Gabriel, Deborah Owen, Robert Paty, Robert Hormell, and Kevin Tellor. Motion carried unanimously.

Unfinished business –

- a. Illinois Freedom of Information Act Policy. Motion made Robert Hormell and seconded by Robert Paty to adopt the revised policy as of March 9, 2017. Motion passed unanimously.
- b. In Service Training and Meetings Policy. Motion made Robert Hormell and seconded by Deborah Owen to adopt the revised policy as of March 9, 2017. Motion passed unanimously.

New Business –

- a. 2017 Health Insurance – motion made to engage United Health Care as the provider at a monthly cost of \$753.92 for Christine Gerrish and Michelle Mondloh by Robert Hormell and seconded by Amy Gabriel. Roll Call: Kathy Dortch, Amy Gabriel, Deborah Owen, Robert Paty, Robert Hormell, and Kevin Tellor. Motion carried unanimously.
- b. Proposition E discussion. Motion to put a brief notice in the Intelligencer that states support of this proposition made by Robert Hormell and seconded by Amy Gabriel. Motion passed with one abstention.

Adjournment –

Motion made to adjourn the meeting at 8:43 p.m. made by Robert Hormell and seconded by Deborah Owen. Motion carried unanimously.

Date for next Regular Meeting – March 13, 2017

**Glen Carbon Centennial Library District
Board Meeting
Thursday, April 13, 2017 at 7:00 p.m.
Community Room**

Call to Order: 7:00 p.m.

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

Christine Gerrish (Director)

Recognition of Visitors – none

Accept or correct following minutes:

- Motion made to accept the March 9, 2017 Board Minutes by Robert Hormell and seconded by Deborah Owen. Motion carried unanimously.

Communications: Discussed notices in stlouistoday.com from March 8, 2017 to April 12, 2017, Intelligencer articles from March 14, 2017 through April 13, 2017, communications for “Book Talk” event from March 17, 2017 and “Read Across America,” and communication from Jesse White office for library grant April 6, 2017.

Director’s Report – Christine Gerrish

- a. Report presented and filed
- b. Discussion of library patron and long range plan surveys

Treasurer’s Report – Robert Paty

- a. Motion to approve the March 2017 Financials of \$51,740.95 made by Robert Hormell and seconded by Deborah Owen.
Roll Call: Kathy Dortch, Deborah Owen, Robert Hormell, Kevin Tellor, and Anne Link.
Motion carried unanimously.
- b. Motion to approve the March 2017 Transfers total made by Robert Hormell and seconded by Kevin Tellor. Social Security/Medicare = \$1856.63, IMRF = \$2273.42, Building = \$763.07, Insurance = \$4214.45, and Illinois Funds = \$3000.00
Roll Call: Kathy Dortch, Deborah Owen, Robert Hormell, Kevin Tellor, and Anne Link.
Motion carried unanimously.

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

- a. Finance meeting to be held on May 3, 2017

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

- a. Announced meeting to review the Personnel Budget for next FY on April 27, 2017

Unfinished Business – None

**Glen Carbon Centennial Library District
Board Meeting
Thursday, April 13, 2017 at 7:00 p.m.
Community Room**

New Business –

- a. Discussed IMSL Budget Cuts
- b. Discussion and planning for the Glen Carbon Homecoming
- c. Planning for summer reading activities
- d. Discussed purchase of new wireless projector

Motion made to move into Closed Session at 8:09 p.m. made by Robert Hormell and seconded by Kevin Tellor to discuss the Director's 1 Year Review. Motion carried unanimously.

Motion made to move out of Closed Session at 8:40 p.m. made by Robert Hormell and seconded by Kevin Tellor. Motion carried unanimously.

Adjournment –

Motion made to adjourn the meeting at 8:42 p.m. made by Robert Hormell and seconded by Kevin Tellor. Motion carried unanimously.

Date for next Regular Meeting – May 11, 2017

**Glen Carbon Centennial Library District
Board Meeting Minutes
Thursday, May 11, 2017 at 7:00 p.m.
Community Room**

Call to Order: 7:00 p.m.

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

Recognition of Visitors – none

Accept or correct following minutes:

- Motion made to accept the April 13, 2017 Board Minutes made by Robert Hormell and seconded by Deborah Owen. Motion carried unanimously.

Communications: Discussed Intelligencer articles from April 14, 2017-May 11, 2017 and stlouistoday.com notices from April 19, 2017-May 10, 2017.

Swear In Reelected Board Members: Kathy Dortch, Deborah Owen and Kevin Tellor.

Director's Report – Christine Gerrish

- a. Report presented and filed

Treasurer's Report – Robert Paty

- a. Motion to approve the April 2017 Financials of \$44,693.26 made by Robert Hormell and seconded by Deborah Owen.
Roll Call: Kathy Dortch, Deborah Owen, Robert Hormell, Robert Paty, Kevin Tellor, and Anne Link. Motion carried unanimously.
- b. Motion to approve the April 2017 Transfers made by Robert Hormell and seconded by Kevin Tellor. Social Security/Medicare = \$1204.73; IMRF = \$1481.24; Building = \$4420.04; Insurance = \$1905.22.
Roll Call: Kathy Dortch, Deborah Owen, Robert Hormell, Robert Paty, Kevin Tellor, and Anne Link. Motion carried unanimously.

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

- a. Finance Meeting Minutes:
 1. Motion to accept the April 11, 2017 and May 3, 2017 Finance Meeting Minutes made by Robert Hormell and seconded by Deborah Owen. Motion carried unanimously

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

- a. Personnel Meeting Minutes
 1. Motion to approve the April 27, 2017 Personnel Meeting Open Minutes as corrected made by Robert Hormell and seconded by Kevin Tellor. Motion carried unanimously.
 2. Motion to approve the April 27, 2017 Closed Personnel Meeting Minutes made by Robert Hormell and seconded by Anne Link. Motion carried unanimously.

**Glen Carbon Centennial Library District
Board Meeting Minutes
Thursday, May 11, 2017 at 7:00 p.m.
Community Room**

Unfinished Business –

- a. Discussed Homecoming Planning and Events
- b. Motion made to approve the purchase of an Epson EX9200 Projector made by Robert Hormell and seconded by Robert Paty.
Roll Call: Kathy Dortch, Robert Paty, Deborah Owen, Kevin Tellor, Robert Hormell, and Anne Link. Motion carried unanimously.

New Business –

- a. Motion made to approve the revised trustee and staff evaluation form made by Robert Hormell and seconded by Robert Paty. Motion carried unanimously.
- b. Motion to approve changes to the job descriptions of Circulation Manager and Associate II made by Deborah Owen and seconded by Robert Hormell. Motion carried unanimously.
- c. Motion to approve the FY 17/18 Personnel Wages and Expenses of \$345,261.68 made by Robert Hormell and seconded by Robert Paty.
Roll Call: Kathy Dortch, Robert Paty, Deborah Owen, Kevin Tellor, Robert Paty, and Anne Link. Motion carried unanimously.
- d. Motion to approve the Nonresident Card Fees to the Tax Bill Method made by Robert Paty and seconded by Robert Hormell. Motion carried unanimously.
- e. Motion made to nominate Robert Paty as Board Treasurer, Anne Link as Board Secretary, Deborah Owen as Board Vice President, and Kathy Dortch as Board President made by Robert Hormell and seconded by Kevin Tellor. Motion carried unanimously.

Adjournment—

Motion made to adjourn the meeting at 8:42 p.m. made by Kevin Tellor and seconded by Deborah Owen. Motion carried unanimously.

Date for next Regular Meeting – June 8, 2017

**Glen Carbon Centennial Library District
Board Meeting Minutes
Thursday, June 8, 2017 at 7:00 p.m.
Community Room**

Call to Order: 7:00 p.m.

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

Recognition of Visitors – Lynn Warren – Henderson Associates Architects, Inc.

Presentation by Lynn on Tuck-pointing project: discussed the essentials of the bid document which will be issued next week with bid opening on July 6, 2017.

Accept or correct following minutes:

- Motion made to accept the May 11, 2017 Board Minutes made by Robert Hormell and seconded by Robert Paty. Motion carried unanimously.

Communications: Discussed Illinois Suburban Journal articles from May 10-17 and Intelligencer articles from May 12-14.

Director's Report – Christine Gerrish

- a. Report presented, discussed aspects of its content and filed

Treasurer's Report – Robert Paty

- a. Motion to approve the May 2017 Financials of \$44,134.48 made by Robert Hormell and seconded by Deborah Owen.

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

- b. Motion to approve the May 2017 Transfers made by Robert Hormell and seconded by Robert Paty. Social Security/Medicare = \$1262.18; IMRF = \$1562.54; Building = \$1852.96; Insurance = \$1977.41.

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

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

No report

Unfinished Business –

- a. Motion made to approve the fiscal year 2017-2018 budget of \$307,790 made by Amy Gabriel and seconded by Robert Paty.

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

New Business –

- a. Motion made to approve redistribution of working budget line items by Robert Hormell and seconded by Deborah Owen. Motion carried unanimously.

**Glen Carbon Centennial Library District
Board Meeting Minutes
Thursday, June 8, 2017 at 7:00 p.m.
Community Room**

- b. Motion to obtain new circulation furniture at a cost of \$1334.84 made by Deborah Owen and seconded by Robert Hormell. Roll Call: Kathy Dortch, Robert Paty, Deborah Owen, Kevin Tellor, Robert Hormell, and Amy Gabriel. Motion carried unanimously.
- c. Motion to provide special cleaning of the interior of the building at a cost of \$625 made by Robert Hormell and seconded by Deborah Owen. Roll Call: Kathy Dortch, Robert Paty, Deborah Owen, Kevin Tellor, Robert Hormell, and Amy Gabriel. Motion carried unanimously.
- d. Motion made by Amy Gabriel and seconded by Deborah Owen to accept the Exempt/Non-exempt Policy. Motion passed unanimously.
- e. Motion to become the polling place for the March 20, 2018 election made by Robert Hormell and seconded by Kevin Tellor. Motion passed unanimously.
- f. Discussed Budget & Appropriation Ordinance in anticipation of its approval at the July 2017 meeting.
- g. Motion to accept Ordinance 17-3 Prevailing Wage made by Deborah Owen and seconded by Robert Hormell. Motion passed unanimously.

Adjournment—

Motion made to adjourn the meeting at 9:05 p.m. made by Robert Hormell and seconded by Deborah Owen. Motion carried unanimously.

Date for next Regular Meeting – July 13, 2017

**Glen Carbon Centennial Library District
Board Meeting Minutes
Thursday, July 13, 2017 at 7:00 p.m.
Community Room**

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

Roll Call: Kathy Dortch, Robert Paty, Robert Hormell, and Anne Link

Christine Gerrish (Director)

Recognition of Visitors – Lynn Warren with Henderson Associates Architects, Inc.

Discussion of Masonry Maintenance Project bids for tuck-pointing the GCCL.

Accept or correct following minutes:

- Motion made to accept the June 6, 2017 Board Minutes made by Robert Hormell and seconded by Robert Paty. Motion carried unanimously.

Communications: Discussed Illinois Suburban Journal articles from June 28 – July 5, 2017 and Intelligencer article from June 19, 2017.

Director's Report – Christine Gerrish

- a. Report presented and filed

Treasurer's Report – Robert Paty

- a. Motion to approve June 2017 Financials of \$36,934.30 made by Robert Hormell and seconded by Robert Paty.

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

- b. Motion to approve the June 2017 Transfers made by Robert Hormell and seconded by Anne Link. Social Security/Medicare = \$1245.08; IMRF = \$1548.19; Building = \$814.22; Insurance = \$1783.53.

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

Building Committee –Robert Hormell (chair); Kevin Tellor

- a. Motion to approve the Masonry Project bid by Gateway Waterproofing & Restoration Co. of \$46,750.00 made by Robert Paty and seconded by Robert Hormell.

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

Unfinished Business – None

**Glen Carbon Centennial Library District
Board Meeting Minutes
Thursday, July 13, 2017 at 7:00 p.m.
Community Room**

New Business –

- a. Motion made to increase the 2017-18 Building Budget to the \$68,500 Working Budget and reduce the Miscellaneous/Reserve to \$0.00 made by Robert Paty and seconded by Robert Hormell.
Roll Call: Kathy Dortch, Robert Paty, Robert Hormell, and Anne Link. Motion carried unanimously.
- b. Motion made to publish 17-4 Building & Maintenance Ordinance made by Robert Hormell and seconded by Anne Link. Motion carried unanimously.
- c. Discussed Ordinance 17-5 Budget & Appropriation Ordinance
- d. Discussed Closed Meeting Minutes procedures

Adjournment –

Motion made to adjourn the meeting at 8:33 p.m. made by Robert Hormell and seconded by Anne Link.
Motion carried unanimously.

Date for next Regular Meeting – August 10, 2017

**Glen Carbon Centennial Library District
Board Meeting Minutes
Thursday, August 10, 2017 at 7:00 p.m.
Community Room**

Call to Order: 7:03 p.m.

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

Christine Gerrish (Director)

Recognition of Visitors – none

Accept or correct following minutes:

- Motion made to accept the July 13, 2017 Board Minutes made by Robert Hormell and seconded by Amy Gabriel. Motion carried unanimously.

Communications: Discussed correspondence from the “Great Stories Book Club,” articles from the Illinois Suburban Journal from July 26, 2017, the Belleville News Democrat from July 26-Aug 7, 2017, and a thank you note from the Glen Carbon Homecoming Committee.

Director’s Report – Christine Gerrish

- a. Report presented and filed
- b. Library Board Trustees reviewed Facts File, Chapters 1-3

Treasurer’s Report – Robert Paty

- a. Motion to approve the July 2017 Financials of \$45,419.79 made by Deborah Owen and seconded by Robert Hormell.
Roll Call: Kathy Dortch, Robert Hormell, Kevin Tellor, Robert Paty, Deborah Owen, Anne Link, and Amy Gabriel. Motion carried unanimously.
- b. Motion to approve the July 2017 Transfers and the Transfer from the General Account to the Reserve Account up to \$48,796.20 made by Robert Hormell and seconded by Amy Gabriel. Social Security/Medicare = \$1266.49; IMRF = \$1590.50; Building = \$634.22; Insurance = \$3920.22.
Roll Call: Kathy Dortch, Robert Hormell, Kevin Tellor, Robert Paty, Deborah Owen, Anne Link, and Amy Gabriel. Motion carried unanimously.

Building Committee –Robert Hormell (chair); Kevin Tellor

- a. Motion to approve the Gateway Waterproofing & Restoration Co. Masonry Contract for \$46,575.00 made by Robert Paty and seconded by Robert Hormell.
Roll Call: Kathy Dortch, Robert Hormell, Kevin Tellor, Robert Paty, Deborah Owen, Anne Link, and Amy Gabriel. Motion carried unanimously.

**Glen Carbon Centennial Library District
Board Meeting Minutes
Thursday, August 10, 2017 at 7:00 p.m.
Community Room**

Unfinished Business –

- a. Discussed Ordinance 17-5 Budget & Appropriation Ordinance

New Business –

- a. Motion to adopt the Animals in the Library Policy made by Robert Hormell and seconded by Amy Gabriel. Motion carried unanimously.
- b. Motion to approve the destruction of all audio for Closed Meetings that are older than 18 months as of August 10, 2017, as allowed by statute, made by Kevin Tellor and seconded by Robert Hormell. Motion carried unanimously.

Adjournment –

Motion made to adjourn the meeting at 8:22 p.m. made by Kevin Tellor and seconded by Robert Hormell. Motion carried unanimously.

Date for next Regular Meeting – September 14, 2017

**Glen Carbon Centennial Library District
Board Meeting Minutes
Thursday, September 14, 2017 at 7:00 p.m.
Community Room**

6:45 – Public Hearing for Budget & Appropriation Ordinance

Call to Order: 7:00 p.m.

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

Christine Gerrish (Director)

Recognition of Visitors – none

Accept or correct following minutes:

- Motion to accept the August 10, 2017 Board Minutes with corrections made by Robert Hormell and seconded by Amy Gabriel. Motion carried unanimously.

Communications – none

Director's Report – Christine Gerrish

- a. Report presented and filed
- b. Library Board Trustees reviewed Facts File, Chapter 4

Treasurer's Report – Robert Paty

- a. Motion to approve August 2017 Financials of \$51,816.74 made by Robert Hormell and seconded by Amy Gabriel.
Roll Call: Kathy Dortch, Robert Hormell, Robert Paty, Kevin Tellor, Anne Link, and Amy Gabriel. Motion carried unanimously.
- b. Motion to approve the August 2017 Transfers made by Robert Hormell and seconded by Robert Paty. Social Security/Medicare = \$1266.49; IMRF = \$1590.50; Building = \$2209.22; Insurance = \$1676.62.
Roll Call: Kathy Dortch, Robert Hormell, Robert Paty, Kevin Tellor, Anne Link, and Amy Gabriel. Motion carried unanimously.

Building Committee –Robert Hormell (chair); Kevin Tellor

- a. Discussed Construction Projects

Unfinished Business –

- a. Motion to approve the 17-5 Budget & Appropriation Ordinance made by Robert Hormell and seconded by Robert Paty.
Roll Call: Kathy Dortch, Robert Hormell, Robert Paty, Kevin Tellor, Anne Link, and Amy Gabriel. Motion carried unanimously.

New Business –

- a. Motion to adopt Ordinance 17-6 Tax Levy made by Robert Hormell and seconded by Amy Gabriel.
Roll Call: Kathy Dortch, Robert Hormell, Robert Paty, Kevin Tellor, Anne Link, and Amy Gabriel. Motion carried unanimously.

**Glen Carbon Centennial Library District
Board Meeting Minutes
Thursday, September 14, 2017 at 7:00 p.m.
Community Room**

Adjournment –

Motion made to adjourn the meeting at 7:34 p.m. made by Robert Hormell and seconded by Kevin Tellor. Motion carried unanimously.

Date for next Regular Meeting – October 12, 2017

**Glen Carbon Centennial Library District
Board Meeting Minutes
Thursday, October 12, 2017 at 7:00 p.m.
Community Room**

Call to Order: 7:00 p.m.

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

Christine Gerrish (Director)

Recognition of Visitors – none

Accept or correct following minutes:

- Motion to accept the September 14, 2017 Board Minutes with corrections made by Robert Hormell and seconded by Kevin Tellor. Motion carried unanimously.

Communications – Suburban Journal (various events), Intelligencer (Halloween events)

Director's Report – Christine Gerrish

- a. Report presented and filed
- b. Reviewed Trustees Facts File chapter 5

Treasurer's Report – Robert Paty

- a. Motion to approve September 2017 Financials of \$56,845.91 made by Robert Hormell and seconded by Amy Gabriel.
Roll Call: Kathy Dortch, Robert Hormell, Kevin Tellor, Deborah Owen, and Amy Gabriel.
Motion carried unanimously.
- b. Motion to approve the September 2017 Transfers made by Robert Hormell and seconded by Deborah Owen. Social Security/Medicare = \$1948.03; IMRF = \$2400.77; Building = \$2303.05; Insurance = \$6,630.07.
Roll Call: Kathy Dortch, Robert Hormell, Kevin Tellor, Deborah Owen, and Amy Gabriel.
Motion carried unanimously.

Building Committee –Robert Hormell (chair); Kevin Tellor

- a. Discussed Construction Projects

Unfinished Business –

- a. Motion to approve the 17-6 Tax Levy Ordinance made by Robert Hormell and seconded by Deborah Owen.
Roll Call: Kathy Dortch, Robert Hormell, Kevin Tellor, Deborah Owen, and Amy Gabriel.
Motion carried unanimously.

New Business –

- a. Moved to select Serpentine website redesign at a price of \$1995. Roll Call: Kathy Dortch, Robert Hormell, Kevin Tellor, Deborah Owen, and Amy Gabriel. Motion carried unanimously.
- b. Christi will email link to safety video for personal viewing

Adjournment –

Motion made to adjourn the meeting at 8:02p.m. made by Robert Hormell and seconded by Kevin Tellor. Motion carried unanimously.

Date for next Regular Meeting – November 9, 2017

**Glen Carbon Centennial Library District
Board Meeting Minutes
Thursday, November 9, 2017 at 7:00 p.m.
Community Room**

Call to Order: 7:05 p.m.

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

Christine Gerrish (Director)

Recognition of Visitors – Kevin Tepen, Auditor

Mr. Tepen reviewed the FY16-17 Audit Report with the Board. Motion to accept and approve FY16-17 Audit Report as presented made by Kevin Tellor and seconded by Robert Paty. Roll call: Kathy Dortch, Kevin Tellor, Deborah Owen, Robert Paty and Amy Gabriel. Motion carried unanimously.

Accept or correct following minutes:

- Motion to accept the October 12, 2017 Board Minutes with corrections made by Amy Gabriel and seconded by Kevin Tellor. Motion carried unanimously.

Communications – Suburban Journal (various events)

Director's Report – Christine Gerrish

- a. Report presented and filed
- b. Board asked to look at new website design and give feedback to Director.

Treasurer's Report – Robert Paty

- a. Motion to approve October 2017 Financials of \$90,919.29 made by Deborah Owen and seconded by Amy Gabriel.
Roll Call: Kathy Dortch, Robert Paty, Kevin Tellor, Deborah Owen, and Amy Gabriel. Motion carried unanimously.
- b. Motion to approve the October 2017 Transfers made by Deborah Owen and seconded by Amy Gabriel. Social Security/Medicare = \$1,297.91; IMRF = \$1,626.65; Building = \$2,796.25; Insurance = \$47,835.92; Audit = \$345.00.
Roll Call: Kathy Dortch, Robert Paty, Kevin Tellor, Deborah Owen, and Amy Gabriel. Motion carried unanimously.

Building Committee –Robert Hormell (chair); Kevin Tellor

- a. Village Board to approve roofing project at their November 14, 2017 meeting.

Unfinished Business –

None

New Business –

- a. The Director explained the Project Next Generation grant. We will need to re-establish a grant bank account, as the federal monies must be kept separate. A motion was made to create a Grant Bank Account by Kevin Tellor and seconded by Robert Paty. Motion carried unanimously.
- b. A motion to authorize the Director to expend \$9,475.00 for materials for the Project Next Generation Grant was made by Amy Gabriel and seconded by Robert Paty. Roll call: Kathy Dortch, Robert Paty, Kevin Tellor, Deborah Owen and Amy Gabriel. Motion carried unanimously.

**Glen Carbon Centennial Library District
Board Meeting Minutes
Thursday, November 9, 2017 at 7:00 p.m.
Community Room**

Adjournment –

Motion made to adjourn the meeting at 8:22 p.m. by Kevin Tellor and seconded by Amy Gabriel. Motion carried unanimously.

Date for next Regular Meeting – January 11,, 2018