

**Glen Carbon Centennial Library District  
Board Meeting Minutes  
Tuesday, April 21 2026 at 6:00 p.m.**

Call to Order: 6:00 PM

Roll Call - Dave Klingensmith, Carrie Smith, Andrew Kassebaum, Anna Marie Bell, Jackie Day, Carla Elliff, Cody Jeter

Absent with Notice - N/A

Attending Staff: Christine Gerrish, Kimberly Kosydor

The recognition of visitors and public comment - N/A

Consent Agenda:

- Motion to approve the identified documents contained within the consent agenda made by Carrie Smith and seconded by Carla Elliff.  
Motion Carried.

Correspondence and Communications –

- N/A

Treasurer's Report – Carla Elliff

- Motion to approve the March 2026 financials-
  - Total Income= \$5,428.00
  - Total Expenses= \$86,768.50Motion made by Carla Elliff and seconded by Anna Marie Bell.  
Roll Call: Yes- Dave Klingensmith, Carrie Smith, Andrew Kassebaum, Anna Marie Bell, Jackie Day, Carla Elliff, Cody Jeter.  
Motion carried.
- Motion to approve the transfers of March 2026-
  - Social Security= \$3,657.45
  - IMRF = \$1,935.66
  - Building = \$8,449.64
  - Insurance = \$1,709.31
  - Reserve= \$0.00Motion made by Carla Elliff and seconded by Anna Marie Bell.  
Roll Call: Yes- Dave Klingensmith, Carrie Smith, Andrew Kassebaum, Anna Marie Bell, Jackie Day, Carla Elliff, Cody Jeter.  
Motion carried.

Finance Committee – Carla Elliff

- Personnel Budget
  - The finance committee met recently to evaluate the plans for the personnel budget which will be discussed later in the meeting under Unfinished Business.

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Personnel Committee – Cody Jeter

- The Library Director’s Salary 2026-2027
  - The board will discuss the 2026-2027 Library Director’s Salary determination at the conclusion of this meeting by adjourning into a - Closed Session - Pursuant to Sections 2C1-Appointment, employment, compensation, discipline, performance or dismissal of specific employees.

Building Committee – Jackie Day

- Exterior Refresh Project Update
  - It was reported that almost all exterior projects are done or are in the process of being completed.
    - We are awaiting hardware for the doors and the exterior light fixtures to arrive.
    - The Emergency Exit Youth Room door will be re-painted due to dissatisfaction with the appearance of the words on the door.
    - According to the architect, all work is still set to be completed by Memorial Day.
- Ceiling Tiles Replacement Update
  - Pending completion of upcoming roofwork, the stained ceiling tiles throughout the library will be replaced.
- Book Drop Wrap Replacement Update
  - The Village of Glen Carbon has agreed to reimburse the library for the cost of repairing the Library Logo Wrap that was damaged when repairs to the curb were completed.
- Solar Rebates Update
  - Payouts from at least one of the rebates are forthcoming.

Unfinished Business –

- 2026-2027 Personnel Budget
  - The finance committee proposed that the library increase the starting pay for the Associate I position to \$15.50 an hour, which would take effect Fiscal Year 26-27. This increase would enable us to stay competitive with other libraries in the area and enable us to better retain qualified staff.
  - As a result of the starting pay increase, a Cost of Living Adjustment of 2.8% was proposed with an annual raise of 4%.

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- All personnel budgetary modifications will be moved forward pending the approval of the 2026-2027 Operational Budget, due to the Personnel Budget falling within the total Operational Budget.
  
- 2026-2027 Operational Budget - Third Reading
  - A third draft of the working budget for Fiscal Year 2026-2027 was discussed.
    - The annual agreement and fee was received from SHARE. The fee for Fiscal Year 2026-2027 will be \$14,866.36 as of 4/16/26. This amount was less than expected, which enables us to put available funds elsewhere.
    - It was determined that the budget for tuition reimbursement remains the same due to increased staff interest in pursuing higher education opportunities.
    - The budget for staff training was increased in anticipation of offering more continuing education opportunities for staff.
  - A motion was made by Carla Elliff and seconded by Anna Marie Bell to approve the Operational Budget for fiscal year 2026-2027 as presented.  
Roll Call: Yes- Dave Klingensmith, Carrie Smith, Andrew Kassebaum, Anna Marie Bell, Jackie Day, Carla Elliff, Cody Jeter.  
Motion carried.

New Business –

- Library Board Meeting Time Change
  - It has been suggested that the monthly Library Board Meeting be moved back to the 4th Tuesday of the month. This will help to ensure that the Finance Committee has adequate time for the completion of relevant financial documents. The Board members will also benefit from the change, which allows them additional time to go over the monthly Board Packets, and ask any questions they may have concerning the contents of all documents pertaining to that month's meeting.
  - A notice will be published in the local newspaper with the list of amended dates no later than 20 days in advance of the May meeting.
    - A motion was made by Cody Jeter and seconded by Carrie Smith to move the monthly Library Board meeting to the 4th Tuesday of the month, effective May 2026.  
Roll Call: Yes- Dave Klingensmith, Carrie Smith, Andrew Kassebaum, Anna Marie Bell, Jackie Day, Carla Elliff, Cody Jeter.  
Motion carried.

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- Upgrade PC Reservation and Mobile Printing from Envisionware
  - Staff has recently reported that patrons have increasingly been leaving without paying for items they have printed. It was suggested by staff that patrons be required to pay before releasing their print jobs. The Director spoke with a representative from Envisionware in regards to new software they have made available to help solve this issue.
  - A new software is being offered from Envisionware called Reservation Service. This is also integrated with the mobile printing service. This new software would require patrons to pre-pay for print outs. They would be able to pay via credit card at the terminal itself or they would also have the option of receiving a code to bring up to the front desk if they prefer to pay with cash.
  - The Friends of the Library have agreed to donate \$2,025 to cover the one time installation fee, contingent on the Board approval of moving to the new software.
  - The annual cost of upgrading to the new software would be \$2,280.
    - A motion was made by Jackie Day and seconded by Cody Jeter to upgrade the PC Reservation and Mobile Printing software to the aforementioned Reservation Service from Envisionware for \$2,280.00 annually.  
Roll Call: Yes- Dave Klingensmith, Carrie Smith, Andrew Kassebaum, Anna Marie Bell, Jackie Day, Carla Elliff, Cody Jeter.  
Motion carried.
  - The Board Secretary will be in contact with The Friends of the Library to communicate the decision and to express our thanks for their generous contribution.
  
- America 250 Library Plans Update
  - Due to board member interest, the library staff are planning a number of activities in celebration of the 250th anniversary of the signing of the Declaration of Independence of the United States, the library is planning to celebrate throughout the month of July. However, some programming will begin in June.
  - Current Plans Include:
    - Decorating the fireplace mantel as a Birthday Cake and patrons will help decorate it with candles.
    - A station will be set up for patrons to send letters to America.
    - A Hamilton Sing-A-Long After Hours Movie Night for Teens and Adults.
    - A couple of Adult Historical Programs are currently in development.
      - The programs will be held at the senior center due to the planned village road construction.
    - The Youth Department will provide relevant programming/activities as well.

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Topics for Future Discussion -

- Replace Staff Office Chairs
  - Selection of chairs for staff to choose from still being determined.
- Reassessment of Staff Tuition Reimbursement Policy

Closed Session - Directors Salary Determination 2026-2027

- A motion was made by Cody Jeter and seconded by Carla Elliff to adjourn into a closed session at 6:56 PM to engage in a discussion regarding the 2026-2027 Director's Salary. Attending Staff present exited the meeting.
  - Closed Session - Pursuant to Sections 2C1-Appointment, employment, compensation, discipline, performance or dismissal of specific employees.
- A motion was made by Cody Jeter and seconded by Carla Elliff to conclude the closed session at 7:54 PM. The aforementioned attending staff returned to resume the meeting.
- A motion was made by Cody Jeter and seconded by Carrie Smith to grant the Director the standard 2.8% Cost of Living Adjustment and an additional 3% increase in salary for the 2026-2027 fiscal year.
  - Roll Call: Yes- Dave Klingensmith, Carrie Smith, Andrew Kassebaum, Anna Marie Bell, Jackie Day, Carla Elliff, Cody Jeter.
  - Motion carried.

Adjournment –

Motion to adjourn the meeting at 7:59 PM. Motion made by Andrew Kassebaum and seconded by Anna Marie Bell. Motion Carried.

Date for next Regular Meeting – May 26, 2026