

**Glen Carbon Centennial Library District  
Board Meeting Minutes  
Tuesday, August 19 2025 at 6:00 p.m.**

**Call to Order: 6:01 PM**

Roll Call - Dave Klingensmith, Carrie Smith, Andrew Kassebaum, Jackie Day

Late Arrival with Notice - Anna Marie Bell (6:15 PM arrival time)

Absent with Notice - Carla Elliff, Cody Jeter

Visitors: 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 Jackie Day and seconded by Carrie Smith.  
Motion carried unanimously.

Correspondence and Communications – N/A

Treasurer's Report – Anna Marie Bell (in lieu of Carla Elliff)

- Motion to approve the July 2025 financials made by Jackie Day and seconded by Andrew Kassebaum.

Roll Call: Yes- Dave Klingensmith, Carrie Smith, Andrew Kassebaum, Anna Marie Bell, Jackie Day. Motion carried unanimously.

- Motion to approve the transfers of July 2025-

- Social Security= \$2,436.93
- IMRF = \$3,164.13
- Building = \$15,303.80
- Insurance = \$1,020.20
- Reserve= \$0.00

Motion made by Jackie Day and seconded by Carrie Smith.

Roll Call: Yes- Dave Klingensmith, Carrie Smith, Andrew Kassebaum, Anna Marie Bell, Jackie Day. Motion carried unanimously.

- Motion to approve the transfer of \$127,445.13 from Reserve to General for Solar Installation made by Jackie Day and seconded by Carrie Smith.

Roll Call: Yes- Dave Klingensmith, Carrie Smith, Andrew Kassebaum, Anna Marie Bell, Jackie Day. Motion carried unanimously.

Finance Committee – Report postponed due to Treasurer's absence

- The Finance Committee plans to discuss the Long Range Business Plan at the September meeting.

**Glen Carbon Centennial Library District**  
**Board Meeting Minutes**  
**Tuesday, August 19 2025 at 6:00 p.m.**

**Personnel Committee – Carrie Smith (in lieu of Cody Jeter)**

- No personnel changes reported.
- Inappropriate comments made to staff were discussed. No actions taken at this time. Patron has not returned since the incident.
- A prank call was discussed. The caller is known to have called several libraries in the library system. This particular individual has called a few times in the past year. Other libraries have reported them, but they remain anonymous.

**Building Committee – Jackie Day**

- Solar Project Update
  - The official switch over is complete.
  - We are currently having issues with the solar inverter turning off. Martin Solar are working with the manufacturer to try and resolve this issue.
  - The Building Committee will be working with the Finance Committee to file the necessary paperwork to apply for possible partial reimbursement from the state.
- An electrical issue occurred which blackened one of the light bulbs above the front desk. A Pyramid electrician found that the track lighting had become loose, which overheated the fixture. The issue has been resolved.

**Unfinished Business –**

- Recommended Exterior Repairs by Henderson Architects-
  - A proposal from Henderson Architects was discussed. They would oversee the process of completing the aforementioned exterior repairs. The repairs would be those previously determined to be the responsibility of the library. Henderson Architects total compensation was quoted in the amount of \$5,545.00.
  - A Motion was made by Anna Marie Bell and seconded by Carrie Smith to go forward with the proposal from Henderson Architects.  
Roll Call: Yes- Dave Klingensmith, Carrie Smith, Andrew Kassebaum, Anna Marie Bell, Jackie Day. Motion carried unanimously.
  - Most of the repairs will hopefully be completed by the end of the year.
  - Henderson Architects are also in contact with the village concerning the tasks which were determined to be their responsibility.
- CD Withdrawal Penalty
  - The early withdrawal penalty for the libraries C.D. accounts were discussed. It was found that the penalty may have to be paid depending on if consent to the withdrawal request is otherwise not permitted. The penalty paid is based on the number of days interest on the amount withdrawn as it pertains to the term of the C.D.

**Glen Carbon Centennial Library District**  
**Board Meeting Minutes**  
**Tuesday, August 19 2025 at 6:00 p.m.**

**New Business –**

- Review of Illinois Public Library Annual Report
  - Library statistics with a 5 year comparison were discussed.  
Data discussed included:
    - Number of Active Library Cards
      - Although the number has gone down, that was determined to be caused by the transfer of District 7 school cards to Edwardsville Public Library.
    - Annual Visits
      - An overall increase was noted.
    - Number of Programs/Attendance Numbers (Adult, Children's, Teen and Passive)
      - The number of programs being offered has decreased, but the attendance has increased due to more quality programming over quantity.
      - Passive programming has declined due to an increase of in-person programming.
    - Computer Use (Desktops and WiFi)
      - Continues to be steady.
    - Checkouts by Material Type (Books, Audio, DVDs, Magazines, E-resources and Other)
      - There has been a marked increase in the usage of our digital collection.
    - Database Usage
      - Plan to re-visit database usage numbers to determine if we will be retaining some of the databases in the future.
- 25-3 Budget & Appropriation Ordinance - First Reading
  - Information contained within said ordinance pertains to the annual budget and anticipated sources of revenue for the fiscal year of July 1, 2025 to June 30, 2026
  - This will be voted on at the September meeting pending a public hearing.
  - As required, a public notice in the newspaper is forthcoming.
- Records Disposal Certificate
  - Certificate listing library records that need to be officially disposed of was discussed.
  - A motion was made by Jackie Day and seconded by Carrie Smith to approve the records disposal certificate.  
Roll Call: Yes- Dave Klingensmith, Carrie Smith, Andrew Kassebaum, Anna Marie Bell, Jackie Day. Motion carried unanimously.

**Glen Carbon Centennial Library District**  
**Board Meeting Minutes**  
**Tuesday, August 19 2025 at 6:00 p.m.**

- Intergovernmental Agreement with Edwardsville School District 7 to use the Library as an Emergency Evacuation Point
  - The memorandum of agreement wherein the Glen Carbon Centennial Library building/property serves as a designated emergency evacuation point for Glen Carbon Elementary students and staff was discussed.
  - A motion was made by Jackie Day and seconded by Anna Marie Bell to approve the aforementioned memorandum of agreement between District 7 and the library, subject to revision of some of the wording as it pertains to the library. Roll Call: Yes- Dave Klingensmith, Carrie Smith, Andrew Kassebaum, Anna Marie Bell, Jackie Day. Motion carried unanimously.
  - In relation to this agreement, the board will be looking into the creation of an emergency lockdown policy.
  - Library staff will also be undergoing another active shooter training in the future.

Topics for Future Discussion -

- Reevaluate database budget in the new year
- Long Range Business Plan
- 25-3 Budget & Appropriation Ordinance public hearing and approval
- Formulation of an emergency lockdown plan
- Mailer followup

Adjournment –

Motion to adjourn the meeting at 7:18 pm. Motion made by Jackie Day and Dave Klingensmith approved. Motion carried unanimously.

Date for next Regular Meeting – September 16, 2025