

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday, February 17 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

Absent with Notice - Cody Jeter

Visitors: Aimee Villet, Kimberly Kosydor, Ellora Ladd

The recognition of visitors and public comment - N/A

Consent Agenda:

- Motion to approve the identified documents contained within the consent agenda made by Carla Elliff and seconded by Anna Marie Bell.
All Ayes. Motion carried.

Correspondence and Communications –

- The Youth Department was featured in an Edwardsville Intelligencer news article which talked about programming, more specifically the utilization of Twitch. However, the manner in which the information was collected was questionable and several inaccuracies were present within the article. No actions are being taken at this time in response to the article's incorrect information.
- There was also an opinion piece by a concerned patron of the Edwardsville Library who wrote into the paper expressing disappointment that both the Edwardsville and Glen Carbon Library were closed after the most recent winter storm. In particular, the patron was concerned about the loss of the library as a warming center on those days. However, due to the state of the parking lot and roads it was deemed unsafe to require staff to travel into work and also hazardous for patrons to walk in the parking lot. No action is needed on our part. The village is responsible for plowing the library's lot and sidewalks.

Treasurer's Report – Carla Elliff

- Motion to approve the January 2026 financials 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. Motion carried.

Motion to approve the transfers of January 2026-

- o Social Security= \$2,420.97
- o IMRF = \$1,670.10
- o Building = \$4,138.82
- o Insurance = \$15,057.38
- o Reserve= \$0.00

Motion made by Carla Elliff and seconded by Anna Marie Bell.

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

Finance Committee – Carla Elliff

- Long Range Business Plan Update
 - The Director has been working closely with the Finance Committee to update the LRBP in anticipation of projects to be completed this year and the next.
 - It was found that the operation capital has had an overall increase. It was also noted that several financial categories have increased due to rising prices across the board. However, there has been some decrease as well within categories due to lack of need.
 - It was noted that due to some upcoming projects that the library will need to prioritize certain expenses over others in order to stay within the budget. However, if needed the library has other financial sources to pull from, such as C.D.'s.
- Exterior Refresh Project
 - A special meeting of the board was held on January 27 in which the board approved a bid from Tindall Construction, Inc. in the amount of \$86,490.60 for the Exterior Refresh Project.
- Solar Project Rebates
 - Monetary reimbursement from qualifying rebates are set to come quarterly over approximately the next seven years.

Personnel Committee – Carrie Smith (In lieu of Cody Jeter)

- The vacant Youth Librarian position has been filled. The new addition to the staff seems to be a great fit.
- The Director's evaluation is set to be sent out to the library board and staff in the next few weeks.

Building Committee – Jackie Day

- Roof Leak Update
 - The recent roof leak situation will hopefully be rectified with the completion of the tuckpointing set to take place as a result of the Exterior Refresh Project.
- Solar Project Rebates Update
 - Some of the rebates have been obtained and funds are set to come quarterly as previously discussed by the Finance Committee.
 - Other rebates have been applied for, but we are still awaiting a response regarding approval.
- Exterior Refresh Project Update

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- A bid for the work from Tindall Construction, Inc. has been accepted.
 - The contract was signed and a deadline of May 25th was agreed upon.
 - Some of the work could potentially affect the daily operations of the library. That will be accommodated as needed. Depending on the scope of said work, the library may need to temporarily close for the completion of select tasks.
- Circulation Desk Replacement Project
 - AAIC came to evaluate the current desk in order to provide us with a quote. We have the option of a complete rebuild or refurbishing the current desk. A complete new desk is preferred. A bid is forthcoming.
 - The Director will be reaching out to at least one other architect in order to obtain a competing bid.
 - This project will most likely not be completed until next fiscal year.

Unfinished Business –

- Meeting Room Policy
 - The policy was presented with further revisions noted.
 - A motion was made by Jackie Day and seconded by Andrew Kassebaum to approve the Meeting Room Policy as presented with the agreed upon updates. All Ayes. Motion Carried.

New Business –

- Replace Programming Tables
 - It was proposed that the library purchase 8 new programming tables to replace ones that have broken over time. The vendor will also be able to service them.
 - A motion was made by Jackie Day and seconded by Anna Marie Bell to purchase 8 programming tables from Egyptian Workspace Partners for up to \$9,000.00. Roll Call: Yes- Dave Klingensmith, Carrie Smith, Andrew Kassebaum, Anna Marie Bell, Jackie Day, Carla Elliff. Motion carried.
- Additional Youth Room Chairs
 - It was proposed to purchase 20 new chairs for the Youth Room. Along with a storage cart. This will allow us to have plenty of chairs to accommodate for larger groups.
 - A motion was made by Jackie Day and seconded by Andrew Kassebaum to purchase 20 NPS Cafetorium Stack chairs from Demco, along with a carrying cart for \$3,069.05. Roll Call: Yes- Dave Klingensmith, Carrie Smith, Andrew Kassebaum, Anna Marie Bell, Jackie Day, Carla Elliff. Motion carried.

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- **Replace Barcode Scanners**
 - It was proposed that the library purchase up to 10 new barcode scanners. These would be bought directly from Lazerware to assist in extending the longevity of equipment. They would also have enhanced scanning capabilities which would enable staff to scan barcodes from patrons' cellular devices. Lazerware would also handle all installation and maintenance of the scanners which will be beneficial if any issues were to arise.
 - A motion was made by Carla Elliff and seconded by Anna Marie Bell to approve the purchase of Barcode Scanners for \$2258.00 through Lazerware.
Roll Call: Yes- Dave Klingensmith, Carrie Smith, Andrew Kassebaum, Anna Marie Bell, Jackie Day, Carla Elliff. Motion carried.

- **2026-2027 Operational Budget - First Reading**
 - A draft of the working budget for Fiscal Year 2026-2027 was discussed.
 - The only major change was made to line 311 (Building) which was significantly increased to accommodate the upcoming circulation desk update.
 - Other line items saw an increase due to rising prices as previously mentioned. Some line items had an increase or decrease based on utilization numbers or current needs of the library.
 - Other changes, outside of the approved tax levy, were adjustments to the daily receipts budgeted income to reflect the income received in recent years.
 - The goal is for the operational budget to be officially approved no later than May.

- **General Policy Review and Updates**
 - Circulation and Patron policies were reviewed and any potential revisions to said policies were discussed.
 - The policies discussed included:
 - **Loan Periods**
 - Major revisions were made. Some classes of items were removed and one was added.
 - **Overdue Items**
 - Revised to specify that items must be returned within six months for any fees to be waived.
 - **Replacement Policy**
 - Revised to include the specification that replacement items must have the same ISBN number as the original item.
 - **Interlibrary Loan Policy**
 - Minor grammatical revisions.
 - **Homebound Delivery**

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- No revisions were made.
- Materials Selection Policy
 - No revisions were made.
- Library Cards
 - No revisions were made.
- Reference Service Policy
 - Minor revision that removed mention of the TTY device that was retired recently.
- Disabled Patrons
 - No revisions were made.
- Service Animals in the Library
 - Minor grammatical revisions.
- Gifts to the Library
 - The Gift Agreement Form was added at the end of the policy.
- Patron Conduct
 - No revisions were made.
- Cell Phone Policy
 - No revisions were made.
- Photography and Videography Policy
 - A minor revision was made which removed an unnecessary word.
- Proctoring Policy
 - No revisions were made.
- Volunteer Policy
 - Minor grammatical revisions were made. As well as changing Asst. Director to Admin. Asst.
- A motion was made by Jackie Day and seconded by Carrie Smith to approve the amendments of the listed policies.
All Ayes. Motion Carried.

Topics for Future Discussion -

- Reupholster Patron Chairs
- Replacement of Office Chairs
- Permit status update pertaining to the Exterior Refresh Project
- Finalize June board meeting location

Adjournment –

Motion to adjourn the meeting at 7:09 PM. Motion made by Jackie Day and seconded by Anna Marie Bell. Motion Carried.

Date for next Regular Meeting – March 18, 2026 due to the election on March 17