

**Glen Carbon Centennial Library District  
Board Meeting Minutes  
Tuesday, January 20 2026 at 6:00 p.m.**

**Call to Order: 6:00PM**

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

Absent with Notice - 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 Andrew Kassebaum.  
Motion carried.

**Correspondence and Communications –**

- The Board received a card from a staff member thanking them for their support during recent life events.

**Treasurer's Report – Carla Elliff**

- Motion to approve the November 2025 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 November 2025-

- o Social Security= \$2,453.03
- o IMRF = \$1,735.69
- o Building = \$13,439.87
- o Insurance = \$3,245.67
- o Reserve= \$23,784.90

Motion 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 December 2025 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 December 2025-

- o Social Security= \$2,463.18
- o IMRF = \$1,670.10
- o Building = \$7,152.99

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- o Insurance = \$1,504.00
- o Reserve= \$2,362.50
- o Audit= \$5,825.00

Motion 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.

**Finance Committee – Carla Elliff**

- Long Range Business Plan Update
  - o Upcoming expenses were reviewed as it affects the LRBP.
    - Costs for most upcoming projects are to be determined.
    - Projects will be completed in order of importance dependent on need.
- Exterior Refresh Project Bids
  - o Bids for this ongoing project are forthcoming.
- Solar Project Update
  - o Solar has been paid in full. We are in the process of having our paperwork submitted for any rebates we may qualify for.

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

- It was reported that the Youth Department is currently holding interviews for the vacant Youth Librarian position. We have some good prospects and are striving to fill the position as quickly as possible.
- Youth Department job descriptions were reviewed and some changes have been suggested which will serve to foster more professional growth opportunities within the department.

**Building Committee – Jackie Day**

- Solar Project Update
  - o The Solar Job was completed in November, pending applicable rebates.
    - The paperwork pertaining to any rebates is being completed by the installment company.
    - The Building Committee plans to check-in with installers concerning the status of rebate paperwork.
- Exterior Refresh Project Update
  - o Currently in the process of obtaining bids. A special Board Meeting may be held next week to award a bid, which will allow the work to be done as soon as possible.
  - o The goal is for all repairs to be done by Memorial Day.
- Leaks in Community Room
  - o The ceiling in the Community Room appears to be leaking again, so that will need to be addressed in the near future.

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**Unfinished Business –**

- **Emergency Lockdown Policy**
  - Updates to the policy were discussed, including a change in the title of the policy to be “Emergency Situation Policy”. Other updates to the policy include an additional section concerning evacuations, as well as minor formatting changes.
  - Emergency Situation Procedures Discussion
    - The formal procedures, created with input from management, for implementing the Emergency Situation Policy were discussed.
  - A motion was made by Jackie Day and seconded by Carla Elliff to approve the updates to the “Emergency Lockdown Policy”, including changing the name of the policy to “Emergency Situation Policy”.  
All Ayes. Motion carried.

**New Business –**

- **Programming Policy**
  - A draft of a Programming Policy was discussed. The policy outlines the goals the library strives to meet when selecting programs, types of programming formats, programming selection and design, various aspects of patron participation in library programs, the importance of intellectual freedom and the process of reconsideration of library programs. A form for patrons to fill out regarding requests for reconsideration of library programs was also discussed.
  - A motion was made by Anna Marie Bell and seconded by Carla Elliff to approve the Programming Policy as presented.  
5 Ayes and 1 Nay. Motion carried.
- **Succession Plan**
  - A Succession Plan in regards to the Library Director position was introduced and discussed. The plan establishes procedures and contingencies due to the absence, disability, death, or departure of the Glen Carbon Library Director. The plan facilitates the transition to both interim and long-term leadership if such events were to occur.
  - Short-term and long-term absence plans, compensation options, board oversight and communications were also discussed.
  - It was determined that contact information for the Village of Glen Carbon also needs to be added.
  - A motion was made by Jackie Day and seconded by Anna Marie Bell to approve the Succession Plan with the addition of relevant Village of Glen Carbon Contact information.  
All Ayes. Motion carried.

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- **Workplace Violence Policy**
  - A Workplace Violence Policy was introduced and discussed. The policy outlines the various behaviors, either physical and/or verbal, that will not be tolerated within the library. The policy pertains to violent acts directed at Glen Carbon Library staff, patrons, the general public, etc... The policy also emphasizes that any incidents should be reported to the Library Director and/or staff member in charge as soon as possible, so appropriate action can be taken.
  - A motion was made by Jackie Day and seconded by Andrew Kassebaum to approve the Workplace Violence Policy pending some minor edits.  
All Ayes. Motion carried.
  
- **June Library Board Meeting Change of Date or Location**
  - It was recently noted that the June Board Meeting Date (6/16/26) falls during the week the Library building will be closed to accommodate for the Glen Carbon Homecoming. As a result, a discussion took place in regards to the options of either changing the date of the June meeting or conducting the meeting at an alternate location.
    - The consensus amongst the board members is to look into an alternate location for the June meeting in order to keep the date the same. Possible alternate locations presented were the Glen Carbon Senior Center or the Glen Carbon Police Department. Location of the meeting to be determined.
  
- **Youth Department Job Descriptions**
  - The Youth Department, due to the recent departure of a staff member, has decided to take this opportunity to restructure the department as a whole. Job titles and descriptions have been modified as a result. The alterations were discussed and going forward the Youth Services positions will be as follows:
    - Youth Services Assistant
    - Youth Services Librarian I
    - Youth Services Librarian II
  - A motion was made by Carrie Smith and seconded by Anna Marie Bell to approve the revised Youth Services Librarian I and Youth Services Librarian II positions as presented.  
All Ayes. Motion carried.
  - It was also noted that the budget for the Youth Services positions should be reevaluated in the future as it relates to staff retention.

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- General Policy Review and Updates
  - A selection of general policies were reviewed and any potential updates to said policies were discussed.
    - The policies discussed included:
      - Mission Statement
        - It was suggested by a board member to post the library's mission statement somewhere in the library for patrons to familiarize themselves with.
      - By Laws
        - Minor revisions
      - History
      - Hours of Service
      - Meeting Room Policy
        - It was determined that this policy needs further revisions than what was originally noted. This policy will be revisited in the February Board Meeting.
      - Study Room Policy
        - Revisions
      - Security Camera Policy
      - Bloodborne Pathogens Policy
      - Public Health Policy
        - Minor updates and revisions
      - Pandemic Sick Time Policy
        - Minor revisions
      - Emergency Lockdown/Lockout Policy
        - Major revisions as discussed earlier in the meeting.
      - Disposal of Surplus Inventory Policy
        - Minor revision
      - 3-D Printing Policy
        - Revisions specifically regarding making the cost free for Glen Carbon Patrons.
  - A motion was made by Jackie Day and seconded by Andrew Kassebaum to approve the amendments of the listed policies with the exception of the Meeting Room Policy, due to pending edits of said policy which will be addressed at the February board meeting.  
All Ayes. Motion carried.
  - A motion was made by Carrie Smith and seconded by Jackie Day to amend the 3-D Printing Policy to reflect the change of no cost for Glen Carbon patrons for 3-D prints.  
Roll Call: Yes- Dave Klingensmith, Carrie Smith, Andrew Kassebaum, Anna Marie Bell, Jackie Day, Carla Elliff. Motion carried.

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- Semiannual Closed Minutes Review
  - The board reviewed the current list of closed board meeting minutes. The list was updated to include a few recent dates.
  - A motion was made by Carla Elliff and seconded by Jackie Day to approve of the closed meeting minutes remaining closed.  
All Ayes. Motion carried.

Topics for Future Discussion -

- Monetary decisions as it pertains to updates to the circulation desk, meeting room tables, youth room chairs and fixing the ceiling leaks.
- Revisit Meeting Room Policy
- Reevaluate Budget for Youth Department positions
- Finalize possible location change of June board meeting
- Bids for Exterior Refresh Project
- Solar Rebate Status

Adjournment –

Motion to adjourn the meeting at 7:35PM. Motion made by Jackie Day and seconded by Andrew Kassebaum. Motion Carried.

Date for next Regular Meeting – February 17, 2026

**Glen Carbon Centennial Library District  
Special Library Board Meeting Minutes  
Tuesday, January 27, 2025 at 6:30 p.m.  
Glen Carbon Centennial Library Study Room  
198 South Main St.  
Glen Carbon, Illinois 62034**

**I.      Call to Order: 6:30PM**

**II.     Roll Call - Carla Elliff, Dave Klingensmith, Carrie Smith, Cody Jeter, Jackie Day , Anna Marie Bell**

Absent with Notice - Andrew Kassebaum

Visitors: Christine Gerrish

**III.    Recognition of Visitors and Public Comment - None**

**IV.    New Business –**

- The exterior refresh project was discussed. Henderson Architects received one bid from Tindall Construction for the project.
    - o A motion was made by Jackie Day and seconded by Anna Marie Bell to approve the bid for the exterior refresh project for \$86,490.60 from Tindall Construction, Inc.
- Roll Call: Yes- Carla Elliff, Dave Klingensmith, Carrie Smith, Cody Jeter, Jackie Day , Anna Marie Bell. Motion carried unanimously.

**V.      Topics for Future Discussion**

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**VI.    Adjournment**