

**Glen Carbon Centennial Library District  
Board Meeting Minutes  
Tuesday, June 24 2025 at 6:00 p.m.**

Call to Order: 6:01 PM

Roll Call - Carla Elliff, Dave Klingensmith, Carrie Smith, Cody Jeter, Andrew Kassebaum

Absent with Notice - Anna Marie Bell, Jackie Day

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 Cody Jeter and seconded by Carrie Smith. Motion carried unanimously.

Correspondence and Communications –

- Thank you letters from students in the juvenile detention center were presented, which expressed their appreciation for the programs we provide and for the staff. Letters from the state were presented to Andrew Kassebaum and Carrie Smith congratulating them on their election to the Library Board.

Treasurer's Report – Carla Elliff

- Motion to approve the May 2025 financials made by Carla Elliff and seconded by Cody Jeter. Roll Call: Yes- Carla Elliff, Dave Klingensmith, Carrie Smith, Cody Jeter, Andrew Kassebaum. Motion carried unanimously.
- Motion to approve the transfers of May 2025 Social Security= 2,279.98, IMRF = 2,295.66, Building = 11,517.35, Insurance = 3,088.29, Reserve= 17,788.60 made by Carla Elliff and seconded by Andrew Kassebaum. Roll Call: Yes- Carla Elliff, Dave Klingensmith, Carrie Smith, Cody Jeter, Andrew Kassebaum. Motion carried unanimously.

Finance Committee – Carla Elliff

- The finance committee discussed the building repairs project list in terms of obtaining estimates for the work needed, which will help formulate the LRBP for the new fiscal year. The distribution of tax income and the impact on the budget throughout the year was also discussed.

Personnel Committee – Cody Jeter

- The personnel committee reported that the newest employee, Raqui Elliott, had a one month evaluation and it was concluded that she is doing well and seems to be a good fit. They will have a three month evaluation in August.

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**Building Committee – Dave Klingensmith (in lieu of Jackie Day)**

- **Roofing Project Update -**
  - The roofing project is complete. The final payment for repairs has been submitted. The roofing manufacturer will need to inspect the roof as it relates to the solar panels, to confirm that the warranty will still be active.
- **Solar Project Update -**
  - The solar panels have all been installed. The official switch over will happen pending approval from the roofing manufacturer, Ameren and the village.

**Unfinished Business –**

- **Recommended Exterior Repairs by Henderson Architects-**
  - The suggested repairs list was distributed to all present board members (and attached to the minutes) and discussed. It was determined that the top fourteen items are the probable responsibility of the library and the bottom six items would be the probable responsibility of the village. Further discussion with the village about their repair responsibilities forthcoming. The Building Committee, along with Christi, will be in contact with Eric to obtain some rough estimates for the top fourteen items on said list as it affects the LRBP. The goal is to have the repairs completed by the end of this year.

**New Business –**

- **Committee Assignments (as proposed by Dave Klingensmith) -**
  - Finance - Carla Elliff (Chair)
    - Anna Marie Bell
  - Personnel - Cody Jeter (Chair)
    - Carrie Smith
  - Building - Jackie Day (Chair)
    - Andrew Kassebaum

A motion was made by Carla Elliff and seconded by Carrie Smith to approve the committee assignments as presented. Motion carried unanimously.

- **25-2 Building and Maintenance Ordinance -**
  - The ordinance that the GCCLD shall levy an additional tax of .02% of property within said district for building and maintenance purposes was discussed. A motion was made by Carrie Smith and seconded by Carla Elliff to approve the passage of the 25-2 Building and Maintenance Ordinance. Roll Call: Yes- Carla Elliff, Dave Klingensmith, Carrie Smith, Cody Jeter No- Andrew Kassebaum. Motion carries.

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- Bylaws Revision -
  - Revision of the bylaws was discussed. Edits were proposed for section VIII. Committees to reference the newly added Exhibits 1, 2, and 3 which further outline the respective duties and responsibilities of the standing committees. It was determined that the exhibits should each be on their own page for ease of future editing. Which adds three more pages to the document. The revision will be officially approved at next month's meeting.
- Library Inclusivity and Logo -
  - A discussion on inclusivity was brought forward by Andrew Kassebaum. Discussion primarily focused on the appropriateness of the library's use of the LGBTQIA+ pride flag in its logo for the month of June. The board agreed to have Christi investigate the copyright status of the logo and to consult with a copyright law expert on our ability to edit the logo moving forward.

Topics for Future Discussion -

- Copyright status of the Library logo
- Long Range Business Plan
- Finalizing Exterior Refresh Project List

Adjournment –

Motion to adjourn the meeting at 7:24 pm. Motion made by Carrie Smith and seconded by Carla Elliff. Motion carried unanimously.

Date for next Regular Meeting – July 15, 2025

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Building/grounds Preservation/Refresh Projects

Board's Probable Responsibility

1. Close open miter joints in wood trim.
2. Camera the vertical portion of all downspouts to verify no clogs and remove clogs as/if needed.
3. Perform drainage calculations to verify gutter and downspout sizes and redesign as/if required.
4. Install wood filler, stain and reseal all wood storefront and soffit.
5. Clean and reseal all joints in the storefront.
6. Prime with rust inhibiting primer and repaint hollow metal rear door & replace seals.
7. Power wash the entire exterior masonry and metal finishes and reseal the masonry.
8. Repair damaged column metal brackets, prime and repaint.
9. Repair flaking finish on or replace exterior light fixtures that are attached to the building.
10. Replace the door handles/knobs on exterior doors.
11. Wash the interior and exterior of building windows and repair screens as needed.
12. Prime with rust inhibiting primer and repaint the exterior door of the children's room
13. Strip, stain, and reseal/varnish the front exterior doors.
14. Replace the locks on the front

Probable Village Responsibility

1. Camera all underground drains from downspouts to discharge points to verify no clogs and remove clogs as/if needed.
2. Rework grade at low areas around the building perimeter that do not slope away from the building.
3. Remove and replace all sidewalk sealant.
4. Repair flaking finish on or replace all exterior light fixtures that are not attached to the building.
5. Level the sidewalk concrete where it has settled below the level of the adjacent curbing.
6. Inspect, repair as/if needed, and repaint the railing around the patio area and steps leading to it.