

**Glen Carbon Centennial Library District  
Board Meeting Minutes  
Wednesday, March 18 2026 at 6:00 p.m.**

Call to Order: 6:01 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:

- Concerns were raised in regards to the Director's Report insofar as the displays that were mentioned. A board member suggested that since the library highlighted Women's History Month that it would be fair for the library to celebrate men's achievements as well. Also, some minor grammatical changes were made to a portion of the February Board Meeting minutes that were thought to better reflect the substantial rebates from the solar project the library is set to receive quarterly, over approximately the next 7 years.
- Motion to approve the identified documents contained within the consent agenda, with minor grammatical revisions to the February board meeting minutes, made by Carrie Smith and seconded by Carla Elliff.  
Motion Carried with 5 in favor and 1 against.  
Cody Jeter abstained due to absence at the previous meeting.

Correspondence and Communications –

- N/A

Treasurer's Report – Carla Elliff

- Motion to approve the February 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, Cody Jeter. Motion carried.

Motion to approve the transfers of February 2026-

- o Social Security= \$2,283.07
- o IMRF = \$1,935.66
- o Building = \$3,913.58
- o Insurance = \$1,220.78
- o Reserve= \$1,430.50

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, Cody Jeter.

Motion carried.

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Finance Committee – Carla Elliff

- Long Range Business Plan Update
  - The Director has been continuing to work closely with the Finance Committee to update the LRBP in anticipation of projects to be completed this year and the next.
    - The new equipment that was discussed at the February meeting has been ordered.
    - Anticipated lighting costs have now been accounted for.
    - The circulation desk re-model has also been factored in based on a loose estimate the library recently received.
      - AAIC gave us a preliminary cost estimate of \$143,000 for the Circulation Desk.
      - Hurford Architects were also contacted for a second estimate. An estimate from them is forthcoming.
      - This project will likely be completed in the 2026-2027 fiscal year.

Personnel Committee – Cody Jeter

- The Library Director’s annual evaluation was sent out to staff. The deadline for staff feedback was March 15, 2026. Some extensions were granted due to unforeseen circumstances.
  - It was decided that the board will discuss the 2025 Director’s Evaluation results 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

- The Building Committee had a formal meeting wherein they came to the conclusion that it would be beneficial to create a record keeping plan. A spreadsheet log will be utilized in order to keep track of all past, present and future building projects. This will go back the last few years to account for the most recent projects that have been completed.
- Exterior Refresh Project Update
  - Project work has begun in recent weeks. The building has been power washed and they evaluated the scuppers on the roof. This project is ongoing.
- Circulation Desk Project Update
  - As previously mentioned, the library has received one cost estimate and the Director is currently in contact with another firm in order to obtain a competing estimate. This project is ongoing.

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Unfinished Business –

- 2026-2027 Operational Budget - Second Reading
  - A second draft of the working budget for Fiscal Year 2026-2027 was discussed.
    - An extra \$190,000 was factored into the budget to account for the upcoming Circulation Desk Remodel Project.
    - The short term lease line of the budget will be altered, pending the cancellation of the library subscription to Ancestry. It was determined that access to Ancestry would be discontinued at our location due to low patron use and the plethora of genealogy resources already available in our surrounding area for public use. Funds saved will be appropriately re-allocated towards other resources of greater relevance to the community. It was suggested by a board member that we post an advance notice of the upcoming discontinuation of service, along with providing a few alternative genealogy resource options as well.
    - The Operational Budget for Fiscal Year 2026-2027 will likely be approved by vote at the April meeting, pending any unforeseen issues that may arise.

New Business –

- Renewal of United Healthcare and Guardian Insurance Coverage for Full Time Staff
  - Medical, Dental, Vision, Life insurance, Accidental Death and Dismemberment, and Short Term Disability Insurance are up for renewal in April for Full Time Library Staff. There was a substantial increase in rates for staff to retain the same level of coverage they have had previously through UHC. The board determined that the library should go forward with a renewal of the current plans to prevent any loss or lowering of coverage for staff.
    - A motion was made by Carla Elliff and seconded by Carrie Smith to renew Full Time Staff Insurance through UHC and Guardian.  
Roll Call: Yes- Dave Klingensmith, Carrie Smith, Andrew Kassebaum, Anna Marie Bell, Jackie Day, Carla Elliff, Cody Jeter.  
Motion carried.
- Semiannual Review of Investments
  - The library currently has two C.D. 's with Dietrich Bank.
    - The terms of the C.D.'s were discussed. They are up for renewal in July. The board plans to reassess the potential benefits of possibly staggering them for the next fiscal year. The goal is to have a more in depth discussion towards the end of the fiscal year to determine the best course of action for the library's investments.

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- General Policy Review Continued
  - Technology and Cash Handling policies were reviewed and any potential revisions to said policies were discussed.
    - The policies discussed included:
      - Computer Use Policy
        - A revision was made to specify that nonpayment may result in a refusal of service.
      - Internet Policy
        - Minor punctuational revisions made.
      - Laptop Checkout Policy
        - It was determined that this policy is no longer necessary due to the library discontinuing lending out laptops to the general public. However, it was noted that laptops may still be utilized by members of the public if granted special permission for specific tasks such as exam proctoring.
      - Social Network Policy
        - Minor revisions made. “Twitter” was changed to “Instagram” and some other minor punctuational changes as well.
      - Mobile Hotspot Policy
        - Revisions were made to reflect the established practice.
      - Photocopy Machine Policy
        - No revisions were made.
      - Banking Policy
        - Heavily revised to reflect the current procedure.
      - Petty Cash Policy
        - Minor revisions were made to match the established procedure.
      - Credit Card Policy
        - Minor punctuational revisions made.
      - Credit Card Machine Security Policy
        - Minor punctuational revisions made.
      - Non-Funding Clause Policy
        - Minor grammatical revision made.
      - Purchasing Policy
        - Minor grammatical revision made.

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- A motion was made by Jackie Day and seconded by Andrew Kassebaum to approve the amendments made to the listed policies. It was decided a Roll Call vote would be cast due to the fiscal nature of select revisions. Roll Call: Yes- Dave Klingensmith, Carrie Smith, Andrew Kassebaum, Anna Marie Bell, Jackie Day, Carla Elliff, Cody Jeter. Motion carried.

Topics for Future Discussion -

- Replace Staff Office Chairs
  - Options and cost estimates to be presented at the April Board meeting.
- Outside Book Drop Logo Wrap Repair
  - The wrap for the outside library book return was unfortunately damaged in the process of the Village fixing our curb on which it sat. The Director and Board will be looking into options for repairing or replacing the wrap with the goal to present possible solutions at the April meeting.

Closed Session - 2025 Director Evaluations Discussion

- A motion was made by Cody Jeter and seconded by Carrie Smith to adjourn into a closed session at 6:48PM to engage in a discussion regarding the 2025 Director's Evaluation results. The attending staff listed at the beginning 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 Jackie Day to conclude the closed session at 7:57PM. The aforementioned staff members returned to resume the meeting.
- The board announced that the Personnel Committee plans to meet with the Director to go over the aggregated evaluation results in early April.

Adjournment –

Motion to adjourn the meeting at 8:00PM. Motion made by Jackie Day and seconded by Andrew Kassebaum. Motion Carried.

Date for next Regular Meeting – April 21, 2026