Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday, May 26, 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

Late Arrival - Cody Jeter

Absent with Notice - N/A

Attending Staff: Christine Gerrish, Kimberly Kosydor

The recognition of visitors and public comment - ASL SWIC Students were present for the purpose of practicing their ASL skills.

Consent Agenda:

- Motion to approve the identified documents contained within the consent agenda:
  - Director's Report
  - Youth Services and Circulation Reports
  - Board Meeting Minutes
    - 4/21/26 Board Meeting Minutes
    - 4/8/26 Personnel Committee Minutes
    - 5/19/26 Finance Committee Minutes

  Motion made by Jackie Day and seconded by Carla Elliff.
  Motion Carried.

Correspondence and Communications –

- The Edwardsville Intelligencer published an article recognizing the Glen Carbon Library female leadership and staff.
- A letter of intent regarding tuition reimbursement was submitted by staff member Raqui Elliott. This will be discussed further within the New Business portion of the meeting.

Treasurer's Report – Carla Elliff

- Motion to approve the April 2026 financials-
  - Total Income= $9,051.90
  - Total Expenses= $107,704.60

    Motion made by Anna Marie Bell and seconded by Carla Elliff.
    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 April 2026-
  - Social Security= $3,657.45
  - IMRF = $2,854.72
  - Building = $6,676.41

- o Insurance = $2,064.81
- o Reserve= $39,786.80

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.

Finance Committee – Carla Elliff

- Purchasing new office chairs for staff is forthcoming.

Personnel Committee – Cody Jeter

- Nothing to report.

Building Committee – Jackie Day

- Exterior Refresh Project Update
    - It was reported that the bulk of the work has been completed. Any incomplete tasks to be completed by the end of the month.
    - The work has been deemed satisfactory and has been an overall smooth process in regards to communication.
- Damaged Ceiling Tiles have begun to be replaced.
- The Director will be looking into recycling surplus aluminum downspouts.
- The next building project will be the Circulation Desk re-model which will occur within the 2026-2027 Fiscal Year.
- It was also determined that the Board will be having the building assessed in the next year or two to determine if tuckpointing is necessary.

Unfinished Business –

- Nothing to report.

New Business –

- Purchase New AED - Not to Exceed $2,300.00
    - The current AED device is a model that is no longer available and so the necessary replacement parts will be unavailable for purchase as well. Due to this a new device has been deemed necessary.
    - It was proposed that the library purchase a Zoll AED Plus to replace the current device. The batteries will be easier and cheaper to replace, the device will be easy for staff to use and the design of the device is more compact. We would purchase the device and pediatric pads as well. The expected expenses would be

- $2,082.00 for the AED and $131.00 for pediatric pads. Extra funds will also be factored into the total cost to account for anticipated shipping costs.
- Motion made by Jackie Day and seconded by Andrew Kassebaum to approve the purchase of the Zoll AED Plus and accessories not to exceed $2,300.00.
  Roll Call: Yes- Dave Klingensmith, Carrie Smith, Andrew Kassebaum, Anna Marie Bell, Jackie Day, Carla Elliff, Cody Jeter.
  Motion carried.
- It was also suggested by a Board member that we install a placard to be easily seen by patrons informing them that the Library has an AED device available for use.

- Nonresident Fee for Fiscal Year 2026-2027
  - In 2017 the Board had voted to transition from charging a flat fee to charging a fee based upon the taxes residents pay. This method is preferred by the Illinois State Library.
  - The tax percentage to be adopted for the 2026-2027 fiscal year will be 0.146%, down from last year's percentage of 0.149%. The non-resident fee would be calculated by multiplying the Taxable Value of the property by the Tax Percentage.
  - Motion made by Carrie Smith and seconded by Cody Jeter to approve the nonresident fee tax percentage rate of 0.146% for Fiscal Year 2026-2027.
    Roll Call: Yes- Dave Klingensmith, Carrie Smith, Andrew Kassebaum, Anna Marie Bell, Jackie Day, Carla Elliff, Cody Jeter.
    Motion carried.

- Tuition Reimbursement Policy
  - The Tuition Reimbursement Policy was re-evaluated, taking into account suggested edits. The changes proposed include:
    - Eligibility Requirements
      - Edited to expand eligibility to include any full-time or part-time employee that has completed one year of continuous service.
    - Refund Payments
      - Minor grammatical changes were made.
    - Limitations
      - Minor grammatical changes were made.
      - It was also edited to specify that if the employee terminates employment within twelve months of the reimbursement, that individual will pay the Library the full amount reimbursed over the year before termination.

- Motion made by Anna Marie Bell and seconded by Jackie Day to approve the edited Tuition Reimbursement Policy as presented.
  Roll Call: Yes- Dave Klingensmith, Carrie Smith, Andrew Kassebaum, Anna Marie Bell, Jackie Day, Carla Elliff, Cody Jeter.
  Motion carried.

- Tuition Reimbursement for Raquel “Raqui” Elliot
  - Library employee Raquel Elliott submitted a letter of intent to the Board requesting tuition reimbursement support to aid in her pursuit of obtaining a graduate degree in Library and Information Science from the University of Illinois Champaign-Urbana. She will be starting classes in the Fall of 2026.
  - Motion made by Carrie Smith and seconded by Jackie Day to approve tuition reimbursement assistance for Raquel “Raqui” Elliott. Prior to the vote, Carrie Smith withdrew the motion following further discussion.
  - The Board collectively decided that more information is needed from Raqui to determine the monetary amount available.
  - It was decided that this topic will be carried over into next month’s Unfinished Business.
  - The Personnel Committee also plans to meet to discuss the formation of possible guidelines outlining the scope of information to be included in future letters of intent going forward. It was also suggested that the Personnel Committee create a form, similar to a scholarship application, that would accompany the Tuition Reimbursement Policy.

Topics for Future Discussion -

- Replace Staff Office Chairs
  - Staff will be testing out chair options prior to finalizing selection.
- Re-visit Tuition Reimbursement for Raquel Elliott
  - Further information requested will be reviewed.

Adjournment –
Motion to adjourn the meeting at 6:45 PM. Motion made by Jackie Day and seconded by Andrew Kassebaum. Motion Carried.

Date for next Regular Meeting – June 23, 2026