

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday, January 28, 2025 at 6:00 p.m.**

Call to Order: 6:00

Roll Call: David Klingensmith, Jackie Day, Carla Elliff, Kevin Tellor, David Boduch

Absent with Notice: Cody Jeter

Visitors: Andrew Kassebaum, Kevin Tepen, Eric Bratzler, Preston Nelson

At 6:07 Carrie Smith, Eric Bratzler, and Preston Nelson arrived for the meeting.

Report on Annual Audit made by Kevin Tepen - Kevin Tepen reviewed the findings of the FY 2023-2024 Audit. Motion to approve the audit as presented made by David Boduch and seconded by Jackie Day. Roll Call: Yes - David Klingensmith, Jackie Day, Carla Elliff, Kevin Tellor, Carrie Smith, David Boduch, Nay - None, Abstain - Carrie Smith. Motion carried.

Report on Bidding Process for adding Solar Panels to the Library made by Eric Bratzler and Preston Nelson of Martin Roofing - The bid made by Martin Roofing was reviewed. Topics discussed were timelines, available rebates, and possible future battery storage.

- Motion to approve the Bid by D.E. Martin Roofing Co., Inc. for \$189,924.00 made by Jackie Day and seconded by Kevin Tellor. Roll Call: Yes - David Klingensmith, Jackie Day, Carla Elliff, Kevin Tellor, Carrie Smith, David Boduch, Nay - None - Motion carried.
- Motion to approve the alternate Bid of \$39,000.00 for Additional Panels by D.E. Martin Roofing Co., Inc. made by Jackie Day and seconded by Kevin Tellor. Roll Call: Yes - David Klingensmith, Jackie Day, Carla Elliff, Kevin Tellor, Carrie Smith, David Boduch, Nay - None - Motion carried.

Consent Agenda:

- Motion to approve the identified documents contained within the consent agenda, including minutes made by Carla Elliff and seconded by Jackie Day. No objections or abstentions. Motion carried.

Communications – Articles in Ed Glen Living and the Intelligencer were shared with the Board.

Treasurer's Report – David Boduch

- Motion to approve the November 2024 financials for the amount of \$188,633.35 made by David Boduch and seconded by Carla Elliff. Roll Call: Yes- David Klingensmith, Jackie Day, Carla Elliff, Kevin Tellor, Carrie Smith, David Boduch, Nay - None - Motion carried.
- Motion to approve the December 2024 for the amount of \$72,468.85 made by David Boduch and seconded by Carla Elliff. Roll Call: Yes- David Klingensmith, Jackie Day, Carla Elliff, Kevin Tellor, Carrie Smith, David Boduch, Nay - None - Motion carried.
- Motion to approve the transfers for November 2024 Social Security= \$2,405.08, IMRF = \$2,394.54, Building = \$3,137.11, Insurance = \$1,595.29 made by David Boduch and

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seconded by Carla Elliff. Roll Call: Yes- David Klingensmith, Jackie Day, Carla Elliff, Kevin Tellor, Carrie Smith, David Boduch, Nay - None - Motion carried.

- Motion to approve the transfers for December 2025 transfers for Social Security= \$2,330.00, IMRF = \$1,568.35, Building = \$5,295.11, Insurance = \$9,229.00 made by David Boduch and seconded by Carla Elliff. Roll Call: Yes- David Klingensmith, Jackie Day, Carla Elliff, Kevin Tellor, Carrie Smith, David Boduch, Nay - None - Motion carried.

Finance Committee – David Boduch

- Nothing to report

Personnel Committee – Cody Jeter

- The Personnel Committee met on January 23 to discuss the Administrative Assistant position. It was discussed that the position may be more effective if it was changed to Circulation Associate 3/Administrative Assistant, so that the person would be more able to cover shifts at the front desk that are currently understaffed. Another option would be to add another 20 hour Circulation Associate position, making the Circulation Associate 3/Administrative Assistant a 30 hour position, starting at \$17.00/hour and a 20 hour Circulation Associate. Motion to go forward with a Circulation Associate 3 position with administrative duties in the job description approved by Carrie Smith and seconded by Kevin Tellor. Roll Call: Yes- David Klingensmith, Jackie Day, Carla Elliff, Kevin Tellor, Carrie Smith, David Boduch, Nay - None - Motion carried.
- The possibility of adding the Cataloger position to the staff health insurance was discussed. This has historically been a 38 hour position to keep it from qualifying for health insurance. The cataloger position would likely increase to a full 40 hour position with benefits. The Library Director will run costs and report back at the February meeting.

Building Committee – Jacqueline Day

- The possibility of needing to close the building for the day that the decking on the south side of the building was discussed. Motion to approve closing the building for up to 2 days during construction as presented made by Jackie Day and seconded by Carrie Smith. No objections or abstentions. Motion carried.

Unfinished Business

- Renewal Plan for Library CDs - The 3 & 6 month CDs were reviewed. A motion was made by Carla Elliff and seconded by Jackie Day to approve the plan to automatically renew the 3 month CD and review both every 6 months. Roll Call: Yes- David Klingensmith, Jackie Day, Carla Elliff, Kevin Tellor, Carrie Smith, David Boduch, Nay - None - Motion carried.

New Business –

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- 25-1 Meeting Dates Ordinance -
 - Due to Cody Jeter's absence due to illness, a motion was made by Kevin Tellor and seconded by Carla Elliff to appoint Jackie Day as the Secretary Pro Tem. No objections or abstentions. Motion carried.
 - A motion was made by Carla Elliff and seconded by Kevin Tellor to approve Ordinance 25-1 Ordinance of the Glen Carbon Centennial Library District Meeting Dates for 2025. No objections or abstentions. Motion carried.
- Semiannual Review of Closed Minutes - Minutes were reviewed with no recommendations for opening.
- Personnel Policy Review - The first group of personnel policies were reviewed and no changes were presented.

Topics for Future Discussion

- Homecoming Closure
- Director's Evaluation
- Cataloger Hours and Benefits
- Circulation Associate 3 Job Description

Adjournment –

Motion to adjourn the meeting at 7:43 pm. was made by Kevin Tellor and seconded by Jackie Day. Motion carried unanimously.

Date for next Regular Meeting – February 25, 2025