

**Glen Carbon Centennial Library District  
Board Meeting Minutes  
Tuesday, November 18 2025 at 6:00 p.m.**

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

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

Absent with Notice - N/A

Visitors: Christine Gerrish, Betsy Stinson

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 –**

- Letter from Belleville Patron complementing the Building
- Two news articles concerning a library display and adult program.

**Treasurer's Report – Carla Elliff**

- Motion to approve the October 2025 financials made by Anna Marie Bell and seconded by Andrew Kassebaum.

Roll Call: Yes- Dave Klingensmith, Carrie Smith, Andrew Kassebaum, Anna Marie Bell, Jackie Day, Cody Jeter, Carla Elliff. Motion carried unanimously.

Motion to approve the transfers of October 2025-

- o Social Security= \$2,461.58
- o IMRF = \$2,495.52
- o Building = \$3,245.45
- o Insurance = \$1,515.05
- o Reserve= \$0.00

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, Cody Jeter, Carla Elliff. Motion carried unanimously.

**Finance Committee – Carla Elliff**

- Long Range Business Plan Update
  - o Discussed quote from Henderson for the exterior refresh project for \$47,908.
  - o Discussed splitting the bid package into three parts, will call Henderson to request Bid packages for two parts. -Will revisit the topic in the January meeting.

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**Personnel Committee – Cody Jeter**

- A discussion regarding the restructuring of the Youth Department positions and their respective duties took place. It was determined that the current job titles would reflect any updates to role descriptions.
- A follow up discussion regarding the new Circulation Associate addition took place. It was reported that they are doing well in the position.
- Reviewed and discussed Incident report brought to the board. Due to the use of hate speech in the library, the library director brought forward the idea of expanding the patron conduct policy to include guidance on harassment. The Board agreed to review the Patron Conduct Policy in the January Meeting.

**Building Committee – Jackie Day**

- Building Refresh Project Update
  - Updates on status of sidewalk repair. It's complete.
  - Discussed a task breakdown and priority list.

**Unfinished Business –**

- Emergency Lockdown Policy
  - The draft of the Emergency Lockout/Lockdown policy was discussed. Christi will be meeting with the management team to develop the specific procedures staff will utilize if an instance should occur.
  - A motion was made by Carla Elliff and seconded by Jackie Day to approve the Lockdown Policy.  
Roll Call: No- Dave Klingensmith , Carrie Smith.  
Yes- Andrew Kassebaum, Anna Marie Bell, Jackie Day, Cody Jeter, Carla Elliff.  
Motion Carried.
- Purchase Replacement of Study Table Lamp
  - A couple replacement options for the Study Table Lamp were discussed. Each of them with their own pros and cons. Choice #1 is the *Honeywell Saturalux™ LED Desk Lamp with USB Charging Ports* with a retail price of \$31.99 . Choice #2 is the *LED Desk Lamp with Clamp, Architect Desk Lamp with Dual Light and Adjustable Swing Arm* with a retail price of \$42.48.
  - Another option that has been previously discussed was replacing the entire current lamp fixture. A complete fixture replacement by Egyptian would be \$4,700.21 or by Louer would be \$1,715.73.
  - It was determined that we will buy 2 *LED Desk Lamp with Clamp, Architect Desk Lamp with Dual Light and Adjustable Swing Arm* with a retail price of \$42.48 per lamp.

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**New Business –**

- **New Illinois Library Standards**
  - <https://www.ila.org/publications/illinois-public-library-standards>
  - The updated Illinois Library Standards were discussed as it pertains to the Glen Carbon Library. The director shared some standards that the Library will be working on in the upcoming year.
  - The goal is to work on aspects of:
    - **Collection Management**
      - As it relates to the library as a repository for local history and more specifically if we should continue our Ancestry subscription as usage numbers are low. The Board plans to revisit usage numbers and will come to a determination regarding continuing our Ancestry subscription at a later date.
    - **Governance and Administration**
      - As it relates to a succession plan for the director. A plan is currently being developed.
    - **Human Resources**
      - Also as it relates to a succession plan for the director. A plan is in development.
    - **Programming**
      - As it relates to the development of a board-approved programming policy. A programming policy is a new standard set forth by ILA that includes a protocol for response to challenges. A policy will be developed and presented to the board for review during the regular policy review at the beginning of the new year.
- **25-4 Tax Levy Ordinance for FY 2025-2026**
  - A motion was made by Anna Marie Bell and seconded by Jackie Day to approve of the Tax Levy Ordinance No. 25-4.  
Roll Call: Yes- Dave Klingensmith, Carrie Smith, Andrew Kassebaum, Anna Marie Bell, Jackie Day, Cody Jeter, Carla Elliff. Motion carried unanimously.
- **25-5 Meeting Dates for 2026**
  - A motion was made by Jackie Day and seconded by Carla Elliff to approve Ordinance No. 25-5 which lists the Glen Carbon Centennial Library District Board of Trustees regular meeting dates for 2026.  
Roll Call: Yes- Dave Klingensmith, Carrie Smith, Andrew Kassebaum, Anna Marie Bell, Jackie Day, Cody Jeter, Carla Elliff. Motion carried unanimously.

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Topics for Future Discussion -

- New Illinois Library Standards will be revisited, specifically regarding the status of a Programming Policy and the Succession Plan
- Lockdown Policy Procedures
- Patron conduct Policy- Inclusion of Harassment Policy
- Building Refresh Project Bids
- Will discuss in march a cost benefit analysis for keeping subscription for ancestry.com

Adjournment –

Motion to adjourn the meeting at 7:25 PM. Motion made by Jackie Day. Motion Carried.

Date for next Regular Meeting – January 20, 2026