

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday, October 21 2025 at 6:00 p.m.**

Call to Order: 6:00PM

Roll Call - Dave Klingensmith, Carrie Smith, Andrew Kassebaum, Anna Marie Bell, Jackie Day

Absent with Notice - Cody Jeter, Carla Elliff

Visitors: Christine Gerrish (via Zoom), Kimberly Kosydor

Audit Presentation by a Representative of C.J. Schlosser

The recognition of visitors and public comment - Kevin from C.J. Schlosser

Consent Agenda:

- Motion to approve the identified documents contained within the consent agenda made by Jackie Day and seconded by Anna Marie Bell.
Motion carried.

Correspondence and Communications –

- Ideas were discussed as it relates to communicating library services to potential new residents. It was suggested by several board members that we look into contacting the new apartments, possible HOA's of new subdivisions, realtors and/or the post office about them giving new residents a document similar to the mailers we sent out. We would potentially print them in house to cut down on costs.

Treasurer's Report – Anna Marie Bell (in lieu of Carla Elliff)

- Motion to approve the September 2025 financials made by Jackie Day and seconded by Andrew Kassebaum.

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

Motion to approve the transfers of September 2025-

- o Social Security= \$3,670.87
- o IMRF = \$1,666.15
- o Building = \$3,237.13
- o Insurance = \$1,799.77
- o Reserve= \$0.00

Motion made by Jackie Day and seconded by Carrie Smith.

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

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Finance Committee – Anna Marie Bell (in lieu of Carla Elliff)

- Status of Long Range Business Plan
 - The LRBP cannot be completed until we receive the cost estimates from Henderson and Associates in regards to the building refresh project work. The Director will check in with them as soon as possible, but the building committee is prepared to contact them if necessary.

Personnel Committee – Carrie Smith (in lieu of Cody Jeter)

- Lockdown Policy Update
 - A rough draft has been created for the board to review and give feedback on by the next meeting. Another draft will be created taking into account board member feedback. The goal is to approve a lockdown policy by the January 2026 meeting.
- In house personnel situation concerning the rapid timeline of the most recent staff promotion was briefly discussed. The Director has been actively working to address staff concerns.

Building Committee – Jackie Day

- The status of the HVAC repairs
 - The HVAC compressors and breaker were repaired. All of the parts were under warranty, so the library paid solely for the labor costs.
- Building Refresh Project Update
 - Work has begun in terms of the repairs the village is responsible for. The project as a whole is ongoing.
- Solar Project Update
 - The recent solar project was discussed as it relates to the savings we have already benefitted from. As made evident by our most recent electric bill, the return on our investment will be obtained much more quickly than expected. We are still withholding the final payment pending completion of repairs of damages the library grounds sustained during the installation process. After the final payment is made, the building committee will be working with Martin Solar to fill out all necessary paperwork to obtain possible rebates.

Unfinished Business – N/A

New Business –

- Library Cell Phone
 - Obtaining a dedicated cell phone for the library was discussed.
 - A dedicated cell phone would allow more staff to have access to various account information when the Director is absent. As well as being useful to staff for taking pictures and videos of library events and would serve as a possible mode of communication for deaf and blind individuals.

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- A motion was made by Jackie Day and seconded by Anna Marie Bell to approve the purchase of a Google Pixel 9 cell phone in the amount of \$579.00 through Mint Mobile with a first year of unlimited service. The board will reevaluate at the end of the first year to determine if we want to renew the service plan.
Roll Call: Yes- Dave Klingensmith, Carrie Smith, Andrew Kassebaum, Anna Marie Bell, Jackie Day. Motion carried unanimously.
- 2026 Staff Development Day Closure Date Change
 - A proposal was put forth to close the Glen Carbon Centennial Library on Friday, January 9, 2026 as opposed to the usual first Friday of January as that would take place too close to the holiday closures and could impact presenter availability.
 - A motion was made by Jackie Day and seconded by Anna Marie Bell to approve the library closure on January 9, 2026 for Staff Development Day.
Roll Call: Yes- Dave Klingensmith, Carrie Smith, Andrew Kassebaum, Anna Marie Bell, Jackie Day. Motion carried unanimously.
- Introduction of New Illinois Library Standards
 - The Director introduced the new Illinois Public Library Standards to the board per the Illinois Library Association website.
(<https://www.ila.org/publications/illinois-public-library-standards>)
 - The standards have been revamped and are now available for free solely online.
 - The core standards have been simplified and many new resources have been made available.
 - The board will read over them prior to the November meeting to prepare to go through them in more detail.
- Approve Library Board Members to Attend ILA Legislative Breakfast on November 18, 2025
 - The opportunity for Library Board Members to attend the ILA Legislative Breakfast was discussed. This will provide the board with a chance to speak with other board members from neighboring libraries and to speak with local legislators. As well as obtaining information from the Illinois Library Association in regards to local and federal legislation that pertains to libraries.
 - Deciding on a possible cap on the number of board members attending was also discussed.
 - The cost to attend is \$40.00 per person.
 - A motion was made by Jackie Day and seconded by Anna Marie Bell to allow up to five board members to attend the ILA Legislative Breakfast.
Roll Call: Yes- Dave Klingensmith, Carrie Smith, Andrew Kassebaum, Anna Marie Bell, Jackie Day. Motion carried unanimously.

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Topics for Future Discussion -

- Emergency Lockdown Policy
- 23-4 Tax Levy Ordinance for FY 2025-2026
- Purchase Replacement of Study Table Lamp
- Further discussion of updated IL Library standards

Adjournment –

Motion to adjourn the meeting at 7:05 PM. Motion made by Anna Marie Bell and seconded by Andrew Kassebaum.

Motion carried unanimously.

Date for next Regular Meeting – November 18, 2025