

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday, September 16 2025 at 6:00 p.m.**

Budget & Appropriation Hearing - No public visitors or comments to report.

Call to Order: 6:00 PM

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

Visitors: Christine Gerrish, Kimberly Kosydor

The recognition of visitors and public comment - N/A

Consent Agenda:

- Motion to approve the identified documents contained within the consent agenda made by Carla Elliff and seconded by Anna Marie Bell.
Motion carried. Cody Jeter abstained.

Correspondence and Communications –

- The mailer that was sent out to Glen Carbon residents was presented to the board to view.
- An article that had been published in the Edwardsville Intelligencer was also presented that discussed the recent Friends of the Library Book Sale.

Treasurer's Report – Carla Elliff

- Motion to approve the August 2025 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, Cody Jeter, Carla Elliff. Motion carried unanimously.
- Motion to approve the transfers of August 2025-
 - o Social Security= \$2,450.95
 - o IMRF = \$1,657.02
 - o Building = \$3,034.17
 - o Insurance = \$2,057.93
 - o Reserve= \$2,100.00Motion made by Carla Elliff and seconded by Anna Marie Bell.
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

- The status of the formulation of the Long Range Business Plan was discussed. The plan cannot be completely finalized until the upcoming building projects costs can be determined. Some things, like the solar retainage, have been budgeted for. However, other projects, such as the building refresh project will be incorporated into the plan once cost estimations are available.

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- The Director will be in contact with the auditors in regards to obtaining a list of past building projects we have funded. This will allow us to formulate an anticipatory maintenance costs plan for the coming years.

Personnel Committee – Cody Jeter

- No current updates to report.

Building Committee – Jackie Day

- Solar Update
 - It was reported that the inverter has been replaced and it appears to be working well. The goal is to try and check the readings once per day to ensure that the connection continues to be stable. Currently it is collecting roughly 40-65 Kilawatts an hour. We should be officially signing off on the completion of the project by early October. Martin Solar will then be assisting in filling out the appropriate paperwork for any reimbursement programs we may qualify for.
- Building Refresh Project Update
 - The mayor was spoken to recently concerning the repairs the Village will be responsible for. He has expressed his awareness and the Village is in the process of finalizing their plans to complete the repairs.
 - Bids for outside lighting replacement are forthcoming.
- Study Table Light Replacement
 - The long study table located at the front of the library needs the light fixture replaced. We should have a quote for that by October.

Unfinished Business –

- 25-3 Budget & Appropriation Ordinance - Second Reading
 - Information contained within said ordinance pertains to the annual budget and anticipated sources of revenue for the fiscal year of July 1, 2025 to June 30, 2026.
 - As required, a hearing was held before the start of today's meeting to allow for public comment. No members of the public were present.
 - Motion to approve the 25-3 Budget & Appropriation Ordinance for the fiscal year of July 1, 2025 to June 30, 2026 as presented made by Carla Elliff and seconded by Carrie Smith.
Roll Call: Yes- Dave Klingensmith, Carrie Smith, Andrew Kassebaum, Anna Marie Bell, Jackie Day, Cody Jeter, Carla Elliff. Motion carried unanimously.
- Emergency Lockdown Policy
 - An Emergency Lockdown Policy for the library is in the works. The Director is currently researching similar policies that have been implemented at other institutions as inspiration for formulating our own.
 - The Personnel Committee has agreed to help with the editing of the policy.
 - The goal is to have a draft of the policy to present to the board by the end of 2025.

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- Mailer Follow-up
 - The mailer has been successfully delivered to every household within the village.
 - The mailer contained information on our digital resources, as well as a QR code for ease of access to said resources.
 - It was reported that we have received positive feedback from patrons about the mailer, however the QR codes were not utilized as much as we had hoped. It was also reported that there has been a noted uptick in patron phone calls inquiring about our digital resources as a result of the mailer.
 - It was suggested by board members that we perhaps need to look into adding some how-to videos on our website concerning the digital resources. It was also mentioned that we could look into making a sort of virtual tour of the website feature as well.

New Business –

- HVAC Compressors Replacement
 - Kane Mechanical performed our quarterly maintenance and found that the compressors were blown on RTU 7.
 - The compressors were found to still be under warranty and Kane checked with Trane and they are approved to complete the warranty work.
 - Kane Mechanical submitted a quote of \$5,907.00 for those repairs.
 - A motion was made by Jackie Day and seconded by Anna Marie Bell to approve the quote from Kane Mechanical in the amount of \$5,907.00 for the compressors replacement on RTU 7.
Roll Call: Yes- Dave Klingensmith, Carrie Smith, Andrew Kassebaum, Anna Marie Bell, Jackie Day, Cody Jeter, Carla Elliff. Motion carried unanimously.
- HVAC Breaker Replacement
 - Following the finding by Kane Mechanical concerning the compressors, Pyramid Electricians came out to assess the issue and found that a breaker had gone bad.
 - The breaker must be replaced prior to the compressor's replacement. This is a specialty part, so it may take some time before it can be replaced.
 - Kane Mechanical checked with Trane and the needed part is covered under the warranty.
 - Pyramid is writing up a quote with costs pertaining to breaker replacement and labor. This will tell us what the cost of the part could potentially be if ordered through them as well as just the labor cost.
 - A motion was made by Jackie Day and seconded by Andrew Kassebaum to enter into a contract with Pyramid Electric not to exceed \$5,000.00 for circuit breaker replacement and any related electrical work labor costs.
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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- Change in Staff Title & Pay
 - It was proposed by the Director to move the current Youth Services Assistant position to the title of Youth Librarian, which would result in a slight change in pay. No other staffing changes were proposed.
 - A motion was made by Cody Jeter and seconded by Anna Marie Bell to adjourn into a closed session at 6:37PM to engage in a discussion regarding the Youth position change and increase in compensation. The Director was also in attendance per the board's request. - 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 Anna Marie Bell to conclude the closed session at 6:56PM.
 - A motion was made by Cody Jeter and seconded by Carla Elliff to approve Chrissy Bristow's position as Youth Services Assistant being changed to the title of Youth Librarian with an increase in compensation to \$17.00 an hour, which is the starting pay for that position classification. The change will become effective starting on September, 28 2025 with an edit to her job description forthcoming. Roll Call: Yes- Dave Klingensmith, Carrie Smith, Andrew Kassebaum, Anna Marie Bell, Cody Jeter, Carla Elliff. Motion carried. Jackie Day abstained.

Topics for Future Discussion -

- The Long Range Business Plan.
- Follow-up regarding Solar Project completion certificate as it relates to possible reimbursement opportunities.
- Update about obtaining a bid for study table lamp replacement.
- Emergency Lockdown Policy

Adjournment –

Motion to adjourn the meeting at 7:02PM. Motion made by Anna Marie Bell and seconded by Carrie Smith. Motion carried unanimously.

Date for next Regular Meeting – October 21, 2025