

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday, June 27, 2023 at 6:00 p.m.
Glen Carbon Centennial Library Community Room
198 South Main St.
Glen Carbon, Illinois 62034**

Call to Order: 6:01

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

Absent with Notice: David Boduch, Carrie Smith, Cody Jeter

Visitors: 2 members of the public, no public comment

Christine Gerrish (Director)

Consent Agenda:

- Motion to approve the identified documents contained within the consent agenda made by Kevin Tellor and seconded by Jackie Day. Motion carried unanimously.

Communications – Per Capita Grant Approval letter and event postings in the Edwardsville Intelligencer

Treasurer’s Report – David Boduch

- Motion to approve the May, 2023 financials of (58,953.33) made by David Boduch and seconded by Jackie Day. Roll Call: Jackie Day, Carla Elliff, David Klingensmith, Kevin Tellor. Motion carried unanimously.
- Motion to approve the May, 2023 transfers of Social Security= \$2,029.92, IMRF = \$1,232.88, Building = \$5,037.85, Insurance = \$857.00, and Audit = \$0 made by Kevin Tellor and seconded by Carla Elliff. Roll Call: Jackie Day, Carla Elliff, David Klingensmith, Kevin Tellor. Motion carried unanimously.

Finance Committee – David Boduch

- None

Personnel Committee – Cody Jeter

- None

Building Committee – David Klingensmith

- The testing done by SCI was discussed with several tests coming back with readings over 95% relative humidity.
 - Motion to approve \$500.00 over the initial \$3,000.00 for relative humidity testing made by David Klingensmith and seconded by Carla Elliff. Roll Call: Jackie Day, Carla Elliff, David Klingensmith, Kevin Tellor. Motion carried unanimously.

- Motion to approve \$3,000.00 for vapor emissions testing by SCI made by Kevin Tellor and seconded by David Klingensmith. Roll Call: Jackie Day, Carla Elliff, David Klingensmith, Kevin Tellor. Motion carried unanimously.

Unfinished Business –

- FY 2023-2024 Personnel Budget – The personnel budget was reviewed and a motion was made to approve the personnel budget in the amount of \$489,269.97 by Jackie Day and seconded by Carla Elliff. Roll Call: Jackie Day, Carla Elliff, David Klingensmith, Kevin Tellor. Motion carried unanimously.
- Rescind 23-2 Ordinance Annexing Territory – The owner of the property to be annexed changed the boundaries and the original ordinance did not have the complete legal description needed by the Madison County Clerk. A motion was made to rescind Ordinance 23-2 Annexing Property by Kevin Tellor and seconded by David Klingensmith. Roll Call: Jackie Day, Carla Elliff, David Klingensmith, Kevin Tellor. Motion carried unanimously.

New Business –

- 23-2 Ordinance Annexing Territory – Motion to approve the amended ordinance to annex territory in Gloria Place made by Kevin Tellor and seconded by Carla Elliff. Roll Call: Jackie Day, Carla Elliff, David Klingensmith, Kevin Tellor. Motion carried unanimously.
- 23-3 Building and Maintenance Tax Ordinance – Motion to pass Ordinance 23-3 to set a tax rate of 0.02% for the purpose of building and maintenance expenses made by Jackie Day and seconded by Carla Elliff. Roll Call: Jackie Day, Carla Elliff, David Klingensmith, Kevin Tellor. Motion carried unanimously.
- Administrative Assistant/Bookkeeper Position – The job description of the new Administrative Assistant/Bookkeeper position was discussed with part of the cost of the position coming from moving accounting in-house to this position. Motion to approve the job description of Administrative Assistant/Bookkeeper for an average of 20 hours per week made by Kevin Tellor and seconded by Jackie Day. Motion carried unanimously.
- Election of Officers – Motion made by Kevin Tellor, seconded by Jackie Day, and carried unanimously to accept the slate of officers as presented:
 - President – David Klingensmith
 - Vice-President – Carrie Smith
 - Treasurer – David Boduch
 - Secretary – Cody Jeter
- Committee Assignments – Committee assignments were postponed until the July meeting.

Topics for Future Discussion

Adjournment –

Motion to adjourn the meeting at 6:55pm made by Kevin Tellor and seconded by Jackie Day.
Motion carried unanimously.

Date for next Regular Meeting – July 23, 2023