

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

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Tuesday, February 25, 2025 at 6:00 p.m.**

Call to Order: 6:01

Roll Call: David Klingensmith, Jackie Day, Carla Elliff, Carrie Smith, David Boduch, Cody Jeter

Absent with Notice: Kevin Tellor

Visitors: None

Christine Gerrish (Director)

Acceptance of Resignation of Kevin Tellor

Motion to approve resignation of Kevin Tellor from the Glen Carbon Centennial Library District Board of Trustees made by Carrie Smith and seconded by Carla Elliff. Motion carried unanimously.

Consent Agenda:

Motion to approve the identified documents contained within the consent agenda made by Carrie Smith and seconded by Carla Elliff. Motion carried with one abstention.

Communications:

Letter from Kevin Tellor thanking the board for the opportunity to serve the library district as a trustee for the last seven years.

Treasurer's Report – David Boduch:

Motion to approve the January, 2025 financials made by David Boduch and seconded by Carla Elliff. Roll Call: David Klingensmith, Jackie Day, Carla Elliff, Carrie Smith, David Boduch, Cody Jeter. Motion carried unanimously.

Motion to approve the January, 2025 transfers of Social Security= \$2,349.87, IMRF = \$-1,546.27, Building = \$2,169.40, Insurance = \$11,665.90, Reserve= \$33,189.38 and Audit = \$0 made by David Boduch and seconded by Carla Elliff. Roll Call: David Klingensmith, Jackie Day, Carla Elliff, Carrie Smith, David Boduch, Cody Jeter. Motion carried unanimously .

Finance Committee – David Boduch:

No Report

Personnel Committee – Cody Jeter:

Update on Director Review.

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Building Committee – David Klingensmith:

- Update on roof project
- Update on solar paneling project

Unfinished Business:

Circulation Associate 3 Job Description

Motion to approve prescribed Circulation Associate 3 position description with edits from the directors based on staff input with approximate cost of \$1,500 for hiring a new employee versus an internal candidate made by Jackie Day and seconded by Carrie Smith. Roll Call: David Klingensmith, Jackie Day, Carla Elliff, Carrie Smith, David Boduch, Cody Jeter. Motion carried unanimously.

Cataloger Hours and Benefits

Motion to approve offering health insurance to Library Cataloger and increase the hours of the position to 40 per week made by Cody Jeter and seconded by Carrie Smith. Roll Call: David Klingensmith, Jackie Day, Carla Elliff, Carrie Smith, David Boduch, Cody Jeter. Motion carried unanimously.

New Business –

Homecoming Closure

Motion to approve library closure June 10-16, 2025 because of Glen Carbon Homecoming made by Carrie Smith and seconded by Jackie Day. Roll Call: David Klingensmith, Jackie Day, Carla Elliff, Carrie Smith, David Boduch, Cody Jeter. Motion carried unanimously.

Health Insurance Renewal

Motion to approve renewal quote from United HealthCare made by David Boduch and seconded by Carla Elliff. Roll Call: David Klingensmith, Jackie Day, Carla Elliff, Carrie Smith, David Boduch, Cody Jeter. Motion carried unanimously.

Personal Policy Reviews

Motion to approve changes to Personnel Policy Manual made by Jackie Day and seconded by Cody Jeter. Motion carried unanimously.

Topics for Future Discussion:

- Director's Review
- Budget Discussion for FY 2026

Adjournment:

Motion to adjourn the meeting at 7:01. Motion made by Carla Elliff and seconded by Carrie Smith. Motion carried unanimously.

Date for next Regular Meeting – March 25, 2025

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Tuesday, March 25, 2025 at 6:00 p.m.**

Call to Order: 6:00

Roll Call: David Boduch, Jackie Day, Carla Elliff, Cody Jeter, Dave Klingensmith, Carrie Smith

Absent with Notice:

Visitors: Heather Hinson

Consent Agenda:

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

Communications – Cease and desist letter from BBC. Multiple articles about the library board elections.

Treasurer’s Report – David Boduch

- The February financials were deferred to the April meeting as there was a discrepancy between reports.

Finance Committee – David Boduch

- Reapprove previous January expenses at future meeting.

Personnel Committee – Cody Jeter

- Director’s Evaluation in Unfinished Business

Building Committee – Jacqueline Day

- Last Thursday Solar was here with Eric and was happy with the roof for the project. They think it would be easy to add batteries down the road. The solar panels should come in a few weeks and it will be a week to install.

Unfinished Business

- Circulation Associate 3 Job Description
 - Motion to approve the Circulation Associate 3 Job Description with changes made during the meeting made by Cody Jeter and seconded by Carrie Smith. Roll Call: Yay- David Boduch, Jackie Day, Carla Elliff, Cody Jeter, Dave Klingensmith, Carrie Smith, Nay - None - Motion carried.

New Business –

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- Personnel Policy Review
 - Motion to approve changes to Personnel Policy with minor changes made during the meeting made by Carrie Smith and seconded by Jackie Day. No objections or abstentions. Motion carried.
- FY 25-26 Operating Budget (First Review)
- Repair Ceiling Damage by Low Quote Contractor
 - Motion to approve Library Director accept the lowest responsible quote for repair to ceiling in an amount not to exceed \$5,000 made by Jackie Day and seconded by Carrie Smith. Roll Call: Yes-David Boduch, Jackie Day, Carla Elliff, Cody Jeter, Dave Klingensmith, Carrie Smith, Nay - None - Motion carried.
- Director's Evaluation
 - Motion to go into closed session at 7:14 pm made by Cody Jeter and seconded by David Boduch to discuss 2024 Director's Evaluation.
 - Motion to exit closed at 8:02p made by Cody Jeter and seconded by David Boduch. Roll Call: Yes-David Boduch, Jackie Day, Carla Elliff, Cody Jeter, Dave Klingensmith, Carrie Smith, Nay - None - Motion carried.
 - Personnel Commit

Topics for Future Discussion

- January, 2025 Financials
- February, 2025 Financials
- Personnel Budget
- Operating Budget
- Thermostat
- Roof Update

Adjournment –

Motion to adjourn the meeting at 8:08 pm. was made by Cody Jeter and seconded by Carrie Smith. Motion carried unanimously.

Date for next Regular Meeting – April 22, 2025

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Tuesday, April 22, 2025 at 6:00 p.m.**

Call to Order: 6:00

Roll Call: Dave Boduch, Jackie Day, Carla Elliff, Cody Jeter, Dave Klingensmith, Carrie Smith

Absent with Notice:

Visitors: Eric Bratzler came at 6:04p.

Consent Agenda:

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

Communications –

Treasurer's Report – Dave Boduch

- Motion to approve the January, 2025 financials of (\$70,849.37) made by Dave Boduch and seconded by Carla Elliff. Roll Call: Dave Boduch, Jackie Day, Carla Elliff, Cody Jeter, Dave Klingensmith, Carrie Smith. Motion carried unanimously.
- Motion to approve the February, 2025 financials of (\$66,169.26) made by Dave Boduch and seconded by Carla Elliff. Roll Call: Dave Boduch, Jackie Day, Carla Elliff, Cody Jeter, David Klingensmith, Carrie Smith. Motion carried unanimously
- Motion to approve the March, 2025 financials of (\$42,172.65) made by Dave Boduch and seconded by Carla Elliff. Roll Call: Dave Boduch, Jackie Day, Carla Elliff, Cody Jeter, David Klingensmith, Carrie Smith. Motion carried unanimously
- Motion to approve the January, 2025 transfers of Social Security= (\$2,330.00), IMRF = (\$1,568.35), Building = \$2,169.40, Insurance = \$11,665.90, and Audit = \$0 made by Dave Boduch and seconded by Carla Elliff. Roll Call: Dave Boduch, Jackie Day, Carla Elliff, Cody Jeter, David Klingensmith, Carrie Smith. Motion carried unanimously
- Motion to approve the February, 2025 transfers of Social Security= \$2,317.88, IMRF = \$1,535.04, Building = \$4,668.01, Insurance = \$1,104.12, and Audit = \$0 made by Dave Boduch and seconded by Carla Elliff. Roll Call: Dave Boduch, Jackie Day, Carla Elliff, Cody Jeter, David Klingensmith, Carrie Smith. Motion carried unanimously
- Motion to approve the March, 2025 transfers of Social Security= \$2,255.37, IMRF = \$1,406.78, Building = \$3,635.39, Insurance = \$1,576.02, and Audit = \$0 made by Dave Boduch and seconded by Carla Elliff. Roll Call: Dave Boduch, Jackie Day, Carla Elliff, Cody Jeter, David Klingensmith, Carrie Smith. Motion carried unanimously

Finance Committee – Dave Boduch

- Overview of expected tax revenue for the rest of FY 25-26.

Personnel Committee – Cody Jeter

- Director's Salary FY 25-26 Closed Session
 - 7:02p- Motion to go into closed session to discuss Director's FY 25-26
 - 7:27p- Motion to leave closed session made by Cody Jeter and seconded by Dave Boduch. Motion carried unanimously.

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Building Committee – Jacqueline Day

- Roof Update
 - More leaking during a day of torrential downpour. Causing new spots of water damage throughout the building. Library director received bids for fixing the issues.
 - Motion to approve up to \$4000 for interior repairs related to the southside raised-seam roof by Jackie Day and seconded by Carrie Smith. Roll Call: Dave Boduch, Jackie Day, Carla Elliff, Cody Jeter, David Klingensmith, Carrie Smith. Motion carried unanimously.
 - Motion to approve up to \$1000 for thermal imaging on the roof to identify areas of potential leaks made by Jackie Day and seconded by Carla Elliff. Roll Call: Dave Boduch, Jackie Day, Carla Elliff, Cody Jeter, David Klingensmith, Carrie Smith. Motion carried unanimously.
- Solar Update
 - Penetration of roof membrane for brackets to be installed may need to be pushed back for roofing issues.

Unfinished Business

- FY 25-26 Operating Budget
 - Motion to approve FY 25-26 Operating Budget made by Carle Elliff and seconded by Dave Boduch. Roll Call: Dave Boduch, Jackie Day, Carla Elliff, Cody Jeter, Dave Klingensmith, Carrie Smith. Motion carried unanimously.

New Business –

- Job Descriptions Review
- FY 25-26 Personnel Budget
 - Motion to approve personnel budget as presented tonight which includes a 2% raise for library director with a performance review done in July 2025 to potentially retroactively approve a 3% raise that is included in the budget made by Carrie Smith and seconded by Jackie Day. Roll Call: Dave Boduch, Jackie Day, Carla Elliff, Cody Jeter, David Klingensmith, Carrie Smith. Motion carried unanimously.
- Meeting Room Policy
 - Motion to approve updated meeting room policy recommended by Library Director made by Jackie Day and seconded by Carla Elliff. Motion carried unanimously.
- Meeting Date Change
 - Motion to change meeting day to the third Tuesday of the month beginning with the first meeting of FY 25-26 (July Meeting) made by Carrie Smith and seconded by Jackie Day. Motion carried with on abstention.
- Material Selection Policy
 - Motion to approve changed to Material Selection Policy recommended by Library Director made by Dave Boduch and seconded by Cody Jeter. Motion carried unanimously.
- Rescind Reserve Transfer from 2022-2023 made on August 22, 2025
 - Motion to rescind 22-23 reserve transfer made on August 22, 2023 made by Carrie Smith and seconded by Dave Boduch. Roll Call: Dave Boduch, Jackie Day, Carla Elliff, Cody Jeter, David Klingensmith, Carrie Smith. Motion carried unanimously.
- EV Charging Station Intergovernmental Agreement with Edwardsville Township

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- Discussion of an EV charging station for the library and board decided not to pursue the installation of the station.

Topics for Future Discussion

- Committee selections in June
- Bulleted list of committee duties
- May- recommended exterior repairs from Henderson
- 2023-24 reserve transfer
- Audit transfer
- Thermostat replacement

Adjournment –

Motion to adjourn the meeting at 8:34 pm was made by Jackie Day and seconded by Dave Boduch.
Motion carried unanimously.

Date for next Regular Meeting – May 27, 2025

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Tuesday, May 27 2025 at 6:00 p.m.**

Call to Order: 6:01 PM

Roll Call: Carla Elliff, Dave Klingensmith, Carrie Smith, Jackie Day, Cody Jeter

Absent with Notice: N/A

Visitors: Christine Gerrish, Kimberly Kosydor

Cody Jeter administered the oath of office for Andrew Kassebaum and Anna Marie Bell

- Motion to approve slate of officers made by Carrie Smith and seconded by Carla Elliff. Carried unanimously.
 - President- Dave Klingensmith
 - Vice President- Carrie Smith
 - Treasurer- Carla Elliff
 - Secretary- Cody Jeter

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 Carla Elliff. Motion carried unanimously.

Communications – N/A

Treasurer's Report – Carla Elliff

- Motion to approve the April 2025 financials made by Anna Marie Bell and seconded by Jackie Day. Roll Call: Yes- Carla Elliff, Dave Klingensmith, Carrie Smith, Jackie Day, Cody Jeter, Andrew Kassebaum, Anna Marie Bell. Motion carried unanimously.
- Motion to approve the transfers of April 2025 Social Security= \$3,359.59, IMRF = \$1,515.45, Building = \$7,438.76, Insurance = \$1364.30, Reserve= \$35,591.38 made by Jackie Day and seconded by Anna Marie Bell. Roll Call: Yes- Carla Elliff, Dave Klingensmith, Carrie Smith, Jackie Day, Cody Jeter, Andrew Kassebaum, Anna Marie Bell. Motion carried unanimously.

Finance Committee – Carla Elliff

- Finance committee plans to meet to update LRBP.

Personnel Committee – Cody Jeter

- Personnel committee reported that Kimberly Kosydor has moved to Circulation Associate III and Raqui Elliott was hired as a Circulation Associate I.

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Tuesday, May 27 2025 at 6:00 p.m.**

Building Committee – Jackie Day

- Roofing Project - The leaks in the staff area were discussed and should be addressed before final payment is submitted.
- Solar Project - The installation of solar panels on the metal roof has been completed. The installation on the flat roof will commence once all issues with the new roof warranty have been addressed.

Unfinished Business –

- Recommended Exterior Repairs by Henderson Architects- Henderson has assessed the building and gave a list of suggested repairs. The need to finalize the division of the repairs between the Board and the Village was discussed. The village will be contacted after finalizing the division of repairs.

New Business –

- Thermostat Replacement- The quotes from B & W Heating & Cooling and Kane Mechanical were discussed. Kane Mechanical had the only viable quote. A motion was made by Jackie Smith and seconded by Cody Jeter to approve the quote from Kane Mechanical for \$6,500. Roll Call: Yes- Carla Elliff, Dave Klingensmith, Carrie Smith, Jackie Day, Cody Jeter, Andrew Kassebaum, Anna Marie Bell. Motion carried unanimously.
- Copier Replacement- The quotes from Watts, Americom and GFI were discussed. A motion was made by Jackie Day and seconded by Cody Jeter to approve the quote from GFI for \$5,080.00. Roll Call: Yes- Carla Elliff, Dave Klingensmith, Carrie Smith, Jackie Day, Cody Jeter, Andrew Kassebaum, Anna Marie Bell. Motion carried unanimously.
- 2025-2026 Nonresident Fee- For FY 2025-2026 was discussed. The rate will be 0.149%. A motion was made by Carrie Smith and seconded by Cody Jeter to approve the nonresident fee. Roll Call: Yes- Carla Elliff, Dave Klingensmith, Carrie Smith, Jackie Day, Cody Jeter, Andrew Kassebaum, Anna Marie Bell. Motion carried unanimously.

Topics for Future Discussion

- Committee Selections in June
- Building Refresh Project

Adjournment –

Motion to adjourn the meeting at 7:10 pm. Motion made by Carla Elliff and seconded by Andrew Kassebaum. Motion carried unanimously.

Date for next Regular Meeting – June 24, 2025

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Tuesday, June 24 2025 at 6:00 p.m.**

Call to Order: 6:01 PM

Roll Call - Carla Elliff, Dave Klingensmith, Carrie Smith, Cody Jeter, Andrew Kassebaum

Absent with Notice - Anna Marie Bell, 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 Cody Jeter and seconded by Carrie Smith. Motion carried unanimously.

Correspondence and Communications –

- Thank you letters from students in the juvenile detention center were presented, which expressed their appreciation for the programs we provide and for the staff. Letters from the state were presented to Andrew Kassebaum and Carrie Smith congratulating them on their election to the Library Board.

Treasurer's Report – Carla Elliff

- Motion to approve the May 2025 financials made by Carla Elliff and seconded by Cody Jeter. Roll Call: Yes- Carla Elliff, Dave Klingensmith, Carrie Smith, Cody Jeter, Andrew Kassebaum. Motion carried unanimously.
- Motion to approve the transfers of May 2025 Social Security= 2,279.98, IMRF = 2,295.66, Building = 11,517.35, Insurance = 3,088.29, Reserve= 17,788.60 made by Carla Elliff and seconded by Andrew Kassebaum. Roll Call: Yes- Carla Elliff, Dave Klingensmith, Carrie Smith, Cody Jeter, Andrew Kassebaum. Motion carried unanimously.

Finance Committee – Carla Elliff

- The finance committee discussed the building repairs project list in terms of obtaining estimates for the work needed, which will help formulate the LRBP for the new fiscal year. The distribution of tax income and the impact on the budget throughout the year was also discussed.

Personnel Committee – Cody Jeter

- The personnel committee reported that the newest employee, Raqui Elliott, had a one month evaluation and it was concluded that she is doing well and seems to be a good fit. They will have a three month evaluation in August.

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Building Committee – Dave Klingensmith (in lieu of Jackie Day)

- Roofing Project Update -
 - The roofing project is complete. The final payment for repairs has been submitted. The roofing manufacturer will need to inspect the roof as it relates to the solar panels, to confirm that the warranty will still be active.
- Solar Project Update -
 - The solar panels have all been installed. The official switch over will happen pending approval from the roofing manufacturer, Ameren and the village.

Unfinished Business –

- Recommended Exterior Repairs by Henderson Architects-
 - The suggested repairs list was distributed to all present board members (and attached to the minutes) and discussed. It was determined that the top fourteen items are the probable responsibility of the library and the bottom six items would be the probable responsibility of the village. Further discussion with the village about their repair responsibilities forthcoming. The Building Committee, along with Christi, will be in contact with Eric to obtain some rough estimates for the top fourteen items on said list as it affects the LRBP. The goal is to have the repairs completed by the end of this year.

New Business –

- Committee Assignments (as proposed by Dave Klingensmith) -
 - Finance - Carla Elliff (Chair)
 - Anna Marie Bell
 - Personnel - Cody Jeter (Chair)
 - Carrie Smith
 - Building - Jackie Day (Chair)
 - Andrew Kassebaum

A motion was made by Carla Elliff and seconded by Carrie Smith to approve the committee assignments as presented. Motion carried unanimously.

- 25-2 Building and Maintenance Ordinance -
 - The ordinance that the GCCLD shall levy an additional tax of .02% of property within said district for building and maintenance purposes was discussed. A motion was made by Carrie Smith and seconded by Carla Elliff to approve the passage of the 25-2 Building and Maintenance Ordinance. Roll Call: Yes- Carla Elliff, Dave Klingensmith, Carrie Smith, Cody Jeter No- Andrew Kassebaum. Motion carries.

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- Bylaws Revision -
 - Revision of the bylaws was discussed. Edits were proposed for section VIII. Committees to reference the newly added Exhibits 1, 2, and 3 which further outline the respective duties and responsibilities of the standing committees. It was determined that the exhibits should each be on their own page for ease of future editing. Which adds three more pages to the document. The revision will be officially approved at next month's meeting.

- Library Inclusivity and Logo -
 - A discussion on inclusivity was brought forward by Andrew Kassebaum. Discussion primarily focused on the appropriateness of the library's use of the LGBTQIA+ pride flag in its logo for the month of June. The board agreed to have Christi investigate the copyright status of the logo and to consult with a copyright law expert on our ability to edit the logo moving forward.

Topics for Future Discussion -

- Copyright status of the Library logo
- Long Range Business Plan
- Finalizing Exterior Refresh Project List

Adjournment –

Motion to adjourn the meeting at 7:24 pm. Motion made by Carrie Smith and seconded by Carla Elliff. Motion carried unanimously.

Date for next Regular Meeting – July 15, 2025

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Building/grounds Preservation/Refresh Projects

Board's Probable Responsibility

1. Close open miter joints in wood trim.
2. Camera the vertical portion of all downspouts to verify no clogs and remove clogs as/if needed.
3. Perform drainage calculations to verify gutter and downspout sizes and redesign as/if required.
4. Install wood filler, stain and reseal all wood storefront and soffit.
5. Clean and reseal all joints in the storefront.
6. Prime with rust inhibiting primer and repaint hollow metal rear door & replace seals.
7. Power wash the entire exterior masonry and metal finishes and reseal the masonry.
8. Repair damaged column metal brackets, prime and repaint.
9. Repair flaking finish on or replace exterior light fixtures that are attached to the building.
10. Replace the door handles/knobs on exterior doors.
11. Wash the interior and exterior of building windows and repair screens as needed.
12. Prime with rust inhibiting primer and repaint the exterior door of the children's room
13. Strip, stain, and reseal/varnish the front exterior doors.
14. Replace the locks on the front

Probable Village Responsibility

1. Camera all underground drains from downspouts to discharge points to verify no clogs and remove clogs as/if needed.
2. Rework grade at low areas around the building perimeter that do not slope away from the building.
3. Remove and replace all sidewalk sealant.
4. Repair flaking finish on or replace all exterior light fixtures that are not attached to the building.
5. Level the sidewalk concrete where it has settled below the level of the adjacent curbing.
6. Inspect, repair as/if needed, and repaint the railing around the patio area and steps leading to it.

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Call to Order: 6:00 PM

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

Absent with Notice - Jackie Day

Visitors: Christine Gerrish, Kimberly Kosydor, 1 member of the public

The recognition of visitors and public comment - N/A

Consent Agenda:

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

Correspondence and Communications –

- An article in the local newspaper listed the most recent recipients of the Friends of the Library scholarships. Two recipients received \$1,000 each.
- A letter from a concerned patron regarding the youth displays was reported as well.

Treasurer's Report – Carla Elliff

- Motion to approve the June 2025 financials made by Carla Elliff and seconded by Anna Marie Bell. Roll Call: Yes- Carla Elliff, Dave Klingensmith, Carrie Smith, Cody Jeter, Andrew Kassebaum, Anna Marie Bell. Motion carried unanimously.
- Motion to approve the transfers of June 2025-
 - Social Security= \$2,356.67
 - IMRF = \$0.00
 - Building = \$5,353.22
 - Insurance = \$1,012.00
 - Reserve= \$79,076.17

Motion made by Carla Elliff and seconded by Andrew Kassebaum.

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

Finance Committee – Carla Elliff

- The finance committee discussed the June financials and the end of the fiscal year. The committee is waiting on price estimates for upcoming projects to help in the development of the Long Range Business Plan.

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Personnel Committee – Cody Jeter

- No personnel changes to report.
- A motion was made by Cody Jeter and seconded by Carrie Smith to adjourn into a closed session at 6:13 PM to engage in a follow-up discussion regarding the Director’s Evaluation and Compensation - 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 6:51 PM.
- A motion was made by Cody Jeter and seconded by Anna Marie Bell to approve the Director’s compensation increase of 1%, in addition to the 2% increase which was previously approved. Roll Call: Yes- Carla Elliff, Dave Klingensmith, Carrie Smith, Cody Jeter, Andrew Kassebaum, Anna Marie Bell. Motion carried unanimously.
- The Personnel Committee plans to meet with the director soon to have a more in-depth discussion pertaining to the evaluation and compensation determination.

Building Committee – Christine Gerrish (In lieu of Jackie Day)

- Solar Project Update -
 - The official switch over will happen pending approval from Ameren.
 - The village and roofing manufacturer have completed their inspection and approved of the panels.

Unfinished Business –

- Recommended Exterior Repairs by Henderson Architects-
 - The village reached out and reported that they should be able to handle most of the items listed as their responsibility. However, the downspouts were determined to be the responsibility of the library. The timeline for the village to make repairs will likely be extended. Communications with the village are ongoing, specifically as it relates to the exterior lighting.
 - It was reported that Eric also contacted us to say he is currently working on the revised proposal for the exterior projects and will be in contact with the village as well to discuss repairs.
- By-Laws Revision - 2nd Reading
 - A second reading of the revision of the by-laws took place. Some formatting issues were corrected. Motion to approve the revision of the by-laws made by Carla Elliff and seconded by Andrew Kassebaum. Roll Call: Yes- Carla Elliff, Dave Klingensmith, Carrie Smith, Cody Jeter, Andrew Kassebaum, Anna Marie Bell. Motion carried unanimously.

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday, July 15 2025 at 6:00 p.m.**

New Business –

- Semiannual Review of Closed Minutes
 - A motion was made by Carrie Smith and seconded by Carla Elliff to approve the closed meeting minutes listed. Motion carried unanimously.

- Semiannual Review of Library Investments
 - Library accounts were discussed. The most recent amounts were reported as of 6/30/25. As well as the percentage earned for each account.
 - CD's Discussed-
 - 3 Month
 - 6 Month
 - The current balance of each CD was reported. Along with the current percentages and the renewal percentages.
 - Whether or not to roll over one of the CD's into a 12 month was discussed.
 - A motion was made by Carla Elliff and seconded by Anna Marie Bell to approve the renewal of the 3 Month CD, in the amount of \$118,096.09, into a 12 Month CD. Also, the 6 Month CD, in the amount of \$116,889.28, would continue to be a 6 Month. Roll Call: Yes- Carla Elliff, Dave Klingensmith, Carrie Smith, Cody Jeter, Andrew Kassebaum, Anna Marie Bell. Motion carried unanimously.
 - The bank will be contacted to determine the withdrawal penalty pertaining to the CD's.

- EDDM Mailer (Not to Exceed \$3,700.00)
 - Two EDDM mailer options were discussed. The company the library has previously used, Taradel, was suggested since they currently have a summer sale for their services. The basic package and silver bundle were discussed. Mailers would go to 6,278 homes. It was suggested that we go with the basic package. It was also suggested we can look into our own online advertisements on Nextdoor, Facebook and Instagram.
 - A motion was made by Anna Marie Bell and seconded by Andrew Kassebaum to approve the creation and distribution of the EDDM mailer, through Taradel. Roll Call: Yes- Carla Elliff, Dave Klingensmith, Carrie Smith, Cody Jeter, Andrew Kassebaum, Anna Marie Bell. Motion carried unanimously.

Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday, July 15 2025 at 6:00 p.m.

Topics for Future Discussion -

- Long Range Business Plan
- Exterior Repairs
- Bank follow-up regarding CD withdrawal penalty

Adjournment –

Motion to adjourn the meeting at 7:20 pm. Motion made by Cody Jeter and seconded by Anna Marie Bell. Motion carried unanimously.

Date for next Regular Meeting – August 19, 2025

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday, August 19 2025 at 6:00 p.m.**

Call to Order: 6:01 PM

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

Late Arrival with Notice - Anna Marie Bell (6:15 PM arrival time)

Absent with Notice - Carla Elliff, Cody Jeter

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 Jackie Day and seconded by Carrie Smith.
Motion carried unanimously.

Correspondence and Communications – N/A

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

- Motion to approve the July 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 July 2025-

- Social Security= \$2,436.93
- IMRF = \$3,164.13
- Building = \$15,303.80
- Insurance = \$1,020.20
- 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.

- Motion to approve the transfer of \$127,445.13 from Reserve to General for Solar Installation 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.

Finance Committee – Report postponed due to Treasurer's absence

- The Finance Committee plans to discuss the Long Range Business Plan at the September meeting.

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday, August 19 2025 at 6:00 p.m.**

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

- No personnel changes reported.
- Inappropriate comments made to staff were discussed. No actions taken at this time. Patron has not returned since the incident.
- A prank call was discussed. The caller is known to have called several libraries in the library system. This particular individual has called a few times in the past year. Other libraries have reported them, but they remain anonymous.

Building Committee – Jackie Day

- Solar Project Update
 - The official switch over is complete.
 - We are currently having issues with the solar inverter turning off. Martin Solar are working with the manufacturer to try and resolve this issue.
 - The Building Committee will be working with the Finance Committee to file the necessary paperwork to apply for possible partial reimbursement from the state.
- An electrical issue occurred which blackened one of the light bulbs above the front desk. A Pyramid electrician found that the track lighting had become loose, which overheated the fixture. The issue has been resolved.

Unfinished Business –

- Recommended Exterior Repairs by Henderson Architects-
 - A proposal from Henderson Architects was discussed. They would oversee the process of completing the aforementioned exterior repairs. The repairs would be those previously determined to be the responsibility of the library. Henderson Architects total compensation was quoted in the amount of \$5,545.00.
 - A Motion was made by Anna Marie Bell and seconded by Carrie Smith to go forward with the proposal from Henderson Architects.
Roll Call: Yes- Dave Klingensmith, Carrie Smith, Andrew Kassebaum, Anna Marie Bell, Jackie Day. Motion carried unanimously.
 - Most of the repairs will hopefully be completed by the end of the year.
 - Henderson Architects are also in contact with the village concerning the tasks which were determined to be their responsibility.
- CD Withdrawal Penalty
 - The early withdrawal penalty for the libraries C.D. accounts were discussed. It was found that the penalty may have to be paid depending on if consent to the withdrawal request is otherwise not permitted. The penalty paid is based on the number of days interest on the amount withdrawn as it pertains to the term of the C.D.

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday, August 19 2025 at 6:00 p.m.**

New Business –

- Review of Illinois Public Library Annual Report
 - Library statistics with a 5 year comparison were discussed.
Data discussed included:
 - Number of Active Library Cards
 - Although the number has gone down, that was determined to be caused by the transfer of District 7 school cards to Edwardsville Public Library.
 - Annual Visits
 - An overall increase was noted.
 - Number of Programs/Attendance Numbers (Adult, Children's, Teen and Passive)
 - The number of programs being offered has decreased, but the attendance has increased due to more quality programming over quantity.
 - Passive programming has declined due to an increase of in-person programming.
 - Computer Use (Desktops and WiFi)
 - Continues to be steady.
 - Checkouts by Material Type (Books, Audio, DVDs, Magazines, E-resources and Other)
 - There has been a marked increase in the usage of our digital collection.
 - Database Usage
 - Plan to re-visit database usage numbers to determine if we will be retaining some of the databases in the future.
- 25-3 Budget & Appropriation Ordinance - First 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
 - This will be voted on at the September meeting pending a public hearing.
 - As required, a public notice in the newspaper is forthcoming.
- Records Disposal Certificate
 - Certificate listing library records that need to be officially disposed of was discussed.
 - A motion was made by Jackie Day and seconded by Carrie Smith to approve the records disposal certificate.
Roll Call: Yes- Dave Klingensmith, Carrie Smith, Andrew Kassebaum, Anna Marie Bell, Jackie Day. Motion carried unanimously.

**Glen Carbon Centennial Library District
Board Meeting Minutes
Tuesday, August 19 2025 at 6:00 p.m.**

- Intergovernmental Agreement with Edwardsville School District 7 to use the Library as an Emergency Evacuation Point
 - The memorandum of agreement wherein the Glen Carbon Centennial Library building/property serves as a designated emergency evacuation point for Glen Carbon Elementary students and staff was discussed.
 - A motion was made by Jackie Day and seconded by Anna Marie Bell to approve the aforementioned memorandum of agreement between District 7 and the library, subject to revision of some of the wording as it pertains to the library. Roll Call: Yes- Dave Klingensmith, Carrie Smith, Andrew Kassebaum, Anna Marie Bell, Jackie Day. Motion carried unanimously.
 - In relation to this agreement, the board will be looking into the creation of an emergency lockdown policy.
 - Library staff will also be undergoing another active shooter training in the future.

Topics for Future Discussion -

- Reevaluate database budget in the new year
- Long Range Business Plan
- 25-3 Budget & Appropriation Ordinance public hearing and approval
- Formulation of an emergency lockdown plan
- Mailer followup

Adjournment –

Motion to adjourn the meeting at 7:18 pm. Motion made by Jackie Day and Dave Klingensmith approved. Motion carried unanimously.

Date for next Regular Meeting – September 16, 2025

**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-
 - Social Security= \$2,450.95
 - IMRF = \$1,657.02
 - Building = \$3,034.17
 - Insurance = \$2,057.93
 - Reserve= \$2,100.00

Motion 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.

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

- 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.

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

- 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.

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

- 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

**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.

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

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.

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

- 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.

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

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

**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, Betsye 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.

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

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.

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

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.

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

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