

**MINUTES of the MISSISSIPPI VALLEY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING**

DATE: June 17, 2019
TIME: 7:00 p.m.
PLACE: Blum House, Collinsville, IL

Call to Order

Scott Penny, Jr. called the meeting to order at 7:09 p.m.

Roll Call

Trustees present:

Scott Penny, Jr., Vice President
Nancy Gerstenecker, Treasurer
Amanda Hausman, Secretary
Jed Robbins, Trustee
Laura Gottschalk, Trustee
Cathy Kulupka, Trustee

Trustees absent:

Mark Schusky, President

Also present:

Ms. Jeanna Ryner, Executive Director

Ms. Kyla Waltermire, Branch Manager, Collinsville Memorial Library Center

Ms. Katie Heaton, Branch Manager, Fairmont City Library Center

Public Input - none

Friends of the Library - none

Trustee Comments

Jed Robbins mentioned that the Edwardsville Public Library has passes to the Children's Museum that can be checked out to patrons as part of a community partner membership. Ideas were discussed and brainstormed as to whether or not the MVLD might think about trying something similar in the future, offering Splash City passes to be checked out, or possibly establishing a discount system with local businesses when they present their library card.

Nancy Gerstenecker wanted to give kudos to Matt Harris who was very helpful to her recently in scanning family photos.

Motion made by Amanda Hausman and seconded by Nancy Gerstenecker to approve the consent items as listed.

Consent Items

Minutes of the Incoming Meeting of May 20th, 2019

- Asked to be tabled until the next regular meeting by Kyla Waltermire as amendments needed to be made by Amanda Hausman.

Communications- none

Administrative Reports

- Report was given by Executive Director, Jeanna Ryner.
- Redmon Insurance- new trustees will need to sign

Managers' Reports

- Reports were given by Center Managers Kyla Waltermire and Katie Heaton.
- Kyla reported that the Pan statue had been restored and returned to the Collinsville Memorial Library. He will stay in Jeanna's office, awaiting his display case to be obtained and positioned on the main floor near the Children's Library stairs. A metal replica of the original will be created and put in the fountain. The temporary pan statue will then be moved and featured at the Fairmont City Library.

Finances

- May 2019 Expenses by Vendor List and Profit & Loss
 - DVD cases- new, more streamlined cases will help consolidate space on shelves
 - Building Stars- on a 3 month contract. Clean M-F at Collinsville, and W/S at Fairmont
 - Green Sky- where we get cleaning supplies from
- Funds Balance Sheet, Gift Fund Deposits
- FY2019 Profit & Loss Budget vs. Actual

Committee Reports

- Finance Committee- none
- Personnel- none
- Fundraiser- none

Motion passed on a unanimous voice vote 7:31pm.

Old Business

Cleaning Services

- 3 month contract was agreed upon with Building Stars. This arrangement is going well so far. A FT or PT custodian is needed.

Military Leave Policy

- A newer, consolidated version of a proposed Military Leave Policy for the MVLDD was presented by Jeanna Ryner, based on the two the board had seen previously.

A motion was made by Nancy Gerstenecker and seconded by Cathy Kulupka to table this discussion until the next regular meeting.

Motion passed on a unanimous voice vote at 7:39.

Lease Negotiations

- Katie Heaton and Scott Penny, Jr. met with representatives from The BANK of Edwardsville regarding the upcoming potential lease renewal. Scott is working on getting more information on rent prices of similar properties in the area for

comparison. The BANK would like to potentially renew another 5 year lease at the Fairmont City Library location. The licensing is up in November 2020.

Closed Session- none

New Business

Ord. 20-01 Meeting Dates

Motion made by Jed Robbins and seconded by Amanda Hausman to approved the Meeting Dates as listed in Ord. 20-01.

Motion passed on unanimous voice vote at 7:53pm.

Res. 20-01 Authorized Signers for Bank

- Take old Trustee names off and add new board members. It was recommended by Jeanna Ryner to only have the Board President, Treasurer, Executive Director and one Center Manager on the Authorized Signers for the bank and that the others were unnecessary and redundant.

Meeting Agenda Format

- Old Business will actually be referred to as “Unfinished Business” going forward, following Robert’s Rules of Order

Motion made by Cathy Kulukpa and seconded by Nancy Gerstenecker to approve this edit in the meeting agenda format.

Motion passed by unanimous voice vote at 8:00pm.

Approve the Non-Resident Fee

- Moving from \$70 to \$75 based on the legally recommended calculation referred to as the General Mathematical Formula.

Motion made by Amanda Hausman to approve a non-resident fee of \$75 and seconded by Jed Robbins.

Motion passed by unanimous voice vote 8:00pm.

Budget 2019-2020

- A custodial position will take the place of an Evening Circulation Supervisor.
- Database discussion- will eliminate some infrequently used database subscriptions: General One File, Legal Forms, and A to Z Maps.
- Outside Professional Services refers to outsourcing payroll, using HR Source and legal needs to alleviate significant time spent by doing them in-house.
- Information Technology- was originally budgeted to replace all computers at the Fairmont City Library Center, replace about half of the old security cameras to improve security and streamline the system, and replace data line switches.
 - Discussion was to move any absolute camera needs to liability but that the new computers were critical and old ones must be replaced.
- A mistake in the two previous budgets showed more revenues coming in in the levy cycle than was actually being received. The deficit has been identified and the Board, Director and Center Managers are working toward a healthier budget.
- A special meeting to approve the budget with changes following this meeting’s discussion will be scheduled.

Adjournment

Motion made by Amanda Hausman and seconded by Cathy Kulupka to adjourn.

Motion passed on unanimous voice vote.

Meeting adjourned at 9:05pm.