

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

DATE: November 18, 2019
TIME: 6:30p.m.
PLACE: Fairmont City Library, 4444 Collinsville Road, Fairmont City, IL

Call to Order

Mark Schusky, President called the meeting to order at 6:30pm.

Roll Call

Trustees present:

Mark Schusky, President
Nancy Gerstenecker, Treasurer
Laura Gottschalk, Trustee
Jed Robbins, Trustee
Cathy Kulupka, Trustee

Trustees absent:

Scott Penny, Jr., Vice President
Amanda Hausman, Secretary

Also present:

Ms. Katie Heaton, Branch Manager, Fairmont City Library Center
Ms. Kyla Waltermire, Branch Manager, Collinsville Memorial Library Center

Pledge of Allegiance

Public Input - Theresa Beck, Circulation Supervisor for the Collinsville Library, read a statement on behalf of the rest of the library staff commending Kyla's performance as Interim Director.

Friends of the Library- none

Trustee Comments - Cathy Kulupka would like her packet mailed to her before the Library Board meetings.

Jed - Stats in Director's Report are good; Collinsville has a Friends brochure

As follow-up to previous meetings' trustee comments, Kyla reported that she and Katie are meeting with the Parks & Recreation Department to discuss lending aqua park passes. Edwardsville Children's Museum passes would cost \$120 for 4 lending passes per year and 6 to give away as prizes. The board agreed by consensus to authorize this unbudgeted expense. Katie provided an update about hotspots;

Sprint quotes \$20/\$30 per unit/per month; also checking into a Tech Grant. Laura noted that the Troy library uses Mobile Beacon as a service provider for their hotspots.

Consent Items

Motion was made by Jed Robbins and seconded by Nancy Gerstenecker to approve Consent Agenda items.

Minutes of the 10-21-19 Meeting

Administrative Reports

-Report was given by Center Manager Kyla Waltermire.

Building and Liability Insurance increased by \$7.00 for 2020 renewal. \$2500 deductible.

A claim will be made for the electrical panel repairs.

Gutter repair completed for \$300 under quoted cost.

Dec 2nd/3rd Library closed so Ameren can turn off electricity to put in the new conduit.

May need a generator so the pipes don't freeze. Since it is an emergency closing, employees will be paid.

TIF application submitted to request 40% reimbursement of drain pipe project.

A donor has given a verbal commitment of up to \$17,500 - exterior plumbing: \$6700, \$12,000 towards electrical project.

-Report was given by Center Manager Katie Heaton

Highlighted Kreitner Family Reading Night.

Land swap - Land marker shifted 3ft making the alley angle shift. Back to square one - land surveyor needs to update maps.

11/23 - First Annual Christmas Kickoff - they put together 400 Gingerbread Houses.

12/21 - Coat & Toy Giveaway.

Finances - presented in the packet

The setup of a bank transfer was lost in the shuffle of switching duties between the executive director and Kyla, and the checking account was charged a \$35.00 overdraft fee due to having a negative balance at the end of October. The fee will be reflected in the November statements.

Kyla noted that she is monitoring bill statements for credits, etc. because some bills had been overpaid or paid twice.

Committee Reports – A reminder that Kyla needs to be notified when committees plan to meet so agendas can be legally posted.

Finance - nothing to report

Personal - nothing to report

Fundraising - nothing to report

Consent items passed by unanimous voice vote.

Unfinished Business

Computer and Internet Access Policy Manual: Laura Gottschalk made a motion to approve the Computer and Internet Policy Manual as presented and was seconded by Jed Robbins.

A roll call vote was taken:

Laura Gottschalk - Yes
Nancy Gerstenecker - Yes
Jed Robbins - Yes
Mark Schusky - Yes
Cathy Kulupka - Yes

Tuition Reimbursement Policy: Nancy Gerstenecker made a motion to approve the Tuition Reimbursement Policy as presented and was seconded by Laura Gottschalk.

A roll call vote was taken:

Laura Gottschalk - Yes
Nancy Gerstenecker - Yes
Jed Robbins - Yes
Mark Schusky - Yes
Cathy Kulupka - Yes

Copier Lease Agreement: no update.

ICE policy will be presented at the January meeting.

New Business

Busey Bank License Agreement 2020-2025: Jed Robbins made a motion to approve the Busey Bank License Agreement and was seconded by Nancy Gerstenecker.

A roll call vote was taken:

Laura Gottschalk - Yes
Nancy Gerstenecker - Yes
Jed Robbins - Yes
Mark Schusky - Yes

Cathy Kulupka - Yes

Staff Holiday Bonuses: Jed Robbins made a motion to approve Staff Holiday Bonuses at the rates of \$250 for full-time staff and \$175 for part-time staff and was seconded by Nancy Gerstenecker.

A roll call vote was taken:

Laura Gottschalk - Yes

Nancy Gerstenecker - Yes

Jed Robbins - Yes

Mark Schusky - Yes

Cathy Kulupka - Yes

IPS Payroll and Time Clock system - outsourced payroll and timekeeping. Kyla reports this has been very helpful and significantly reduces the time spent on the payroll processes. There has been a learning curve for employees to remember to clock in/out since starting Oct 28th. It helps to track hours with the new law starting in January that even exempt employees must report accurate hours. A question was asked whether there was a Director's Report of how many hours had been logged before her leave.

Cannabis, Drugs, and Alcohol Use/Abuse Policy: provided by HR Source. Cathy Kulupka made a motion to approve the Cannabis, Drugs, and Alcohol Use/Abuse Policy as amended and was seconded by Laura Gottschalk.

A roll call vote was taken:

Laura Gottschalk - Yes

Nancy Gerstenecker - Yes

Jed Robbins - Yes

Mark Schusky - Yes

Cathy Kulupka - Yes

Non-Discrimination and Anti-Harassment Policy: provided by HR Source. Jed Robbins made a motion to approve the Non-Discrimination and Anti-Harassment Policy as presented and was seconded by Cathy Kulupka.

A roll call vote was taken:

Laura Gottschalk - Yes

Nancy Gerstenecker - Yes

Jed Robbins - Yes

Mark Schusky - Yes

Cathy Kulupka - Yes

Per capita grant FY 2020 Requirements: Trustees completed the requirements.

Discussion of Personnel: Concerns have been brought up in the absence of the Director - bills not paid or overpaid, records misplaced, emails not checked in prior director's account. A special meeting to discuss the executive director's job performance was scheduled for Monday, December 13, 2019 at 6:30 PM at the Blum House.

Closed Session - none

Adjournment

Motion made by Cathy Kulupka and seconded by Nancy Gerstenecker to adjourn.

Motion passed on unanimous voice vote.

Meeting adjourned at 8:49 PM.