

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

DATE: November 16, 2020
TIME: 6:30 p.m.
PLACE: Via Zoom and at the Fairmont City Library Center, 4444 Collinsville Rd.,
Fairmont City

Call to Order

Mark Schusky, President, called the meeting to order at 6:30 p.m. Trustees Mark Schusky, Nancy Gerstenecker, and Jed Robbins and Assistant Director Katie Heaton were physically present at the Fairmont City Library Center. Trustees Laura Gottschalk and Cathy Kulupka and Executive Director Kyla Waltermire attended the meeting via Zoom.

A Statement by President Mark Schusky:

“The Governor of the State of Illinois has issued a disaster declaration related to public health concerns and all or part of the Mississippi Valley Library District's jurisdiction is covered by the disaster area. In my role as the President of the Mississippi Valley Library District's Board of Trustees, I have determined that an in-person meeting is not practical or prudent due to the disaster. Therefore, the Board of Trustees is meeting virtually.”

Roll Call

Trustees present:

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

Trustees absent:

Scott Penny, Jr., Vice President
Amanda Burr, Secretary
Laura Gottschalk, Trustee (arrived after roll call)

Also present:

Kyla Waltermire, Executive Director, Mississippi Valley Library District
Katie Heaton, Assistant Director, Mississippi Valley Library District

Pledge of Allegiance

Trustee Laura Gottschalk joined the meeting via Zoom at this time.

Public Input

None.

Friends of the Library

Kyla Waltermire shared that the Friends held a book sale on November 13 & 14. They raised about \$600, which is encouraging considering the capacity restrictions in effect.

Trustee Comments

Jed Robbins commended Katie Heaton and Fairmont City for the drive-through trick-or-treat event. He also shared information from the City of Collinsville about a change in meeting date for an upcoming pre-annexation public hearing.

Cathy Kulupka commended the MVLD for its transparency in handling a staff member's positive COVID-19 case and the resulting service implications and next steps.

Consent Items

Motion to approve consent items in entirety made by Cathy Kulupka and seconded by Nancy Gerstenecker.

- a. Approval of Minutes of October 19, 2020 Regular Board Meeting.

No discussion.

- b. Administrative Reports

Executive Director's Report – Kyla Waltermire provided several updates to the written report. The MVLD was awarded the CARES Act PPE grant for \$1,000. The first reimbursement request for the Local CURE Support Program funds was approved, a second reimbursement request is submitted, and additional funding was requested if funds are available after the initial program period. Waltermire coordinated with the school district to set up Overdrive's Public Library Connect program, which will allow students to use their school-issued account to access the MVLD's Overdrive collection. Waltermire also met with the directors of the Caseyville and Maryville public libraries to discuss collaborations; this group is now working on a uniform application form to share with the school district for a more seamless library card registration experience. Waltermire also coordinated the confirmation of the PCs for People program to move forward in the City's parking lot next to the Collinsville Memorial Library on January 28. Finally, Waltermire is requesting an informal 6-month performance review with the Personnel Committee. The committee will also work on establishing a formal review process to be used in April 2021 for Waltermire's hiring anniversary.

Assistant Director's Report – Katie Heaton shared information about the Red Wagon Giveaway, which is being held in lieu of the annual Toy & Coat Giveaway. Heaton also commented on the popularity of the Fire Prevention Week videos created in partnership with the Fairmont City Fire Department and thanked the fire department for their help.

- c. Finances

No discussion on the reports.

- d. Committee Reports

- i. Finance – no meeting or report.
- ii. Personnel – no meeting or report; will work on setting up a meeting.

- iii. Fundraiser – no meeting or report.

A roll call vote was held on the motion to approve the consent agenda.

Nancy Gerstenecker	Yes
Laura Gottschalk	Yes
Cathy Kulupka	Yes
Jed Robbins	Yes
Mark Schusky	Yes
Amanda Burr	Absent
Scott Penny, Jr.	Absent

Motion carried.

Unfinished Business

- a. Board of Trustees Photo - Tabled Indefinitely
No discussion.

- b. Pan Sculpture Update

Mark Schusky shared that he was contacted by an individual who was given a mold of the original Pan sculpture by someone who has recently done restoration work on Pan. Schusky is now exploring two paths for moving forward – using the molds to cast a copy of the original Pan and working with another individual to create a new version of Pan.

- c. COVID-19 Related Actions

Kyla Waltermire reviewed the actions taken by the MVLD upon learning of a staff member’s positive COVID-19 diagnosis. Trying to maintain adequate staffing levels put a tremendous strain on an already understaffed organization, and for one day during the staff members’ quarantine resulted in a reversion to curbside-only services due to lack of available staff. Waltermire requested that the Board revisit the hiring freeze decision. Permission was granted to hire two clerks.

Waltermire pointed out that the MVLD is now following the State’s “Restore Illinois” plan, but the State isn’t implementing the plan consistently. In absence of consistent application of this plan, Waltermire asked for feedback on identifying a positivity rate threshold that would lead to a reversion to curbside-only service. There was full discussion on what other libraries nearby are doing, what each county and the Illinois Department of Public Health are reporting as current 7-day rolling positivity rates, and other relevant information. By consensus the Board authorized a positivity rate of 17% to move to curbside-only services. The positivity rate threshold is to be used in addition to other criteria such as the MVLD’s staffing levels and State mitigations affecting non-essential retail operations, both of which may also require a move to modified services.

Rather than revisit last month’s question about whether to continue waiving fines and fees, Waltermire plans to continue the waivers through the end of the year in lieu of

the Food For Fines program. The question will be revisited at the January 11, 2021 regular Board meeting.

New Business

- a. Ordinance 21-03: Mississippi Valley Library District Tax Levy Ordinance for FY2021 and Certifications

No discussion. A motion was made by Laura Gottschalk and seconded by Cathy Kulupka to approve the ordinance as presented.

A roll call vote was taken.

Nancy Gerstenecker	Yes
Laura Gottschalk	Yes
Cathy Kulupka	Yes
Jed Robbins	Yes
Mark Schusky	Yes
Amanda Burr	Absent
Scott Penny, Jr.	Absent

Motion carried.

- b. Quotes for Repairs to or Replacement of the Collinsville Library’s Front Doors

After discussion on the quotes and presented options, a motion was made by Nancy Gerstenecker and seconded by Cathy Kulupka to approve the quote from Mr. Handyman to refurbish the doors in the amount of \$9,736.38.

A roll call vote was taken.

Nancy Gerstenecker	Yes
Laura Gottschalk	No
Cathy Kulupka	Yes
Jed Robbins	No
Mark Schusky	Yes
Amanda Burr	Absent
Scott Penny, Jr.	Absent

Motion carried.

- c. Quotes for Landscaping around the Collinsville Historical Museum

After discussion on the quotes, a motion was made by Nancy Gerstenecker and seconded by Cathy Kulupka to approve the quotes from AJD Landscaping in the combined total of \$6,046.80.

A roll call vote was taken.

Nancy Gerstenecker	Yes
Laura Gottschalk	Yes

Cathy Kulupka	Yes
Jed Robbins	Yes
Mark Schusky	Yes
Amanda Burr	Absent
Scott Penny, Jr.	Absent

Motion carried.

d. Staff Holiday Bonuses

Kyla Waltermire presented a recommendation for this year’s staff holiday bonuses. After discussion and revision, a motion was made by Laura Gottschalk and seconded by Jed Robbins to approve holiday bonuses in the amount of \$150 for part-time staff and \$200 for full-time staff.

A roll call vote was taken.

Nancy Gerstenecker	No
Laura Gottschalk	Yes
Cathy Kulupka	Yes
Jed Robbins	Yes
Mark Schusky	No
Amanda Burr	Absent
Scott Penny, Jr.	Absent

Motion carried.

e. Organizational Chart Revision

No discussion. A motion was made by Nancy Gerstenecker and seconded by Jed Robbins to approve the revised organizational chart as presented.

A roll call vote was taken.

Nancy Gerstenecker	Yes
Laura Gottschalk	Yes
Cathy Kulupka	Yes
Jed Robbins	Yes
Mark Schusky	Yes
Amanda Burr	Absent
Scott Penny, Jr.	Absent

Motion carried.

f. Review of Serving Our Public 4.0 “Chapter 11: Youth/Young Adult Services” to “Appendix K: Facility Management Checklists”

Kyla Waltermire reminded trustees that reviewing the new Serving Our Public is a requirement for the annual Per Capita grant application. Reviewing these chapters is

necessary to foster long-term planning, evaluation of current operations, and setting goals, but the core standards do not constitute a mandatory one-size-fits-all model of operating and should be evaluated by what best serves the library's communities.

No discussion from trustees.

Closed Session

None.

Adjournment

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

A roll call vote was taken.

Nancy Gerstenecker	Yes
Laura Gottschalk	Yes
Cathy Kulupka	Yes
Jed Robbins	Yes
Mark Schusky	Yes
Amanda Burr	Absent
Scott Penny, Jr.	Absent

Motion carried.

The meeting adjourned at 8:00 p.m.