

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

DATE: February 10, 2020  
TIME: 6:30 p.m.  
PLACE: Fairmont City Library Center

**Call to Order**

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

**Roll Call**

Trustees present:

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

Trustees absent: none

Also present:

Ms. Katie Heaton, Branch Manager, Fairmont City Library Center  
Ms. Kyla Waltermire, Interim Director

**Pledge of Allegiance**

**Public Input** – none

**Friends of the Library** – none

**Trustee Comments**- none

**Consent Items**

Motion to approve Consent Items in entirety made by Scott Penny, Jr. and seconded by Nancy Gerstenecker.

Approval of Minutes- The minutes of the January 13, 2020 regular board meeting and the January 23, 2020 Personnel Committee meeting were reviewed; no changes.

**Administrative Reports**

Report was given by Interim Director Kyla Waltermire.  
-Drainage pipe will begin being worked on this Friday.  
-Fairmont City Circulation Supervisor job description has been updated and the job is posted online.

-Americom copier/printer contract has been signed.

Report was given by Center Manager Katie Heaton.

-Busey Bank agreement check has arrived.

Finances- presented in the packet

#### Committee Reports

i. Finance – no meeting was held

ii. Personnel – Scott Penny, Jr. reported that the meeting was successful and was able to create a job description for the Mississippi Valley Library District Executive Director, which has been presented in this meeting’s packet.

iii. Fundraiser – no meeting was held.

Consent items passed by unanimous voice vote.

**Unfinished Business** - none

#### **New Business**

a. Administrative Staff Restructuring

-Addition of a maintenance person was briefly discussed.

-Restructuring of current MVLD leadership to Executive Director and Assistant Director (as compared to current structure of Executive Director and two Center Mangers).

b. Executive Director Job Description and Compensation

-Job description presented by Personnel Committee was reviewed by the Board.

-Compensation options were discussed by the Board. A salary range between \$65,000 and \$75,000 was discussed.

Motion made by Cathy Kulupka and seconded by Jed Robbins to approve the Job Description as presented by the Personnel Committee with a salary range of \$65,000 to \$75,000.

A roll call vote was taken:

Amanda Burr- Yes

Nancy Gerstenecker - Yes

Laura Gottschalk- Yes

Cathy Kulupka- Yes

Scott Penny, Jr.- Yes

Jed Robbins- Yes

Mark Schusky- Yes

Motion passed 7-Yes, 0-No, 0-Abstained.

A follow-up Personnel Committee meeting was scheduled for February 18, 2020 at 6:00 PM at the Fairmont City Library Center for the purpose of creating a job posting and determining how to advertise the position.

c. Confidentiality of Records Policy

-Suggested to strike the last sentence of 3.1.6 Confidentiality of Records Policy.

Motion to approve the presented edit to the Confidentiality of Records Policy made by Scott Penny, Jr. and seconded by Amanda Burr.

A roll call vote was taken:

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

Motion passed 7-Yes, 0-No, 0-Abstained.

d. Victims' Economic Security and Safety Act Policy (VESSA)

Motion to approve the presented edits to the VESSA policy was made by Nancy Gerstenecker and seconded by Scott Penny, Jr.

A roll call vote was taken:

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

Motion passed 7-Yes, 0-No, 0-Abstained.

e. Reimbursements Policy

Motion to approve the presented Reimbursements policy made by Scott Penny, Jr. and seconded by Laura Gottschalk.

A roll call vote was taken:

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

Motion passed 7-Yes, 0-No, 0-Abstained.

**Closed Session** – none

**Adjournment**

Motion made by Cathy Kulupka and seconded by Scott Penny, Jr. to adjourn. Motion passed on unanimous voice vote.

Meeting adjourned at 7:22pm.