

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

DATE: April 20, 2020  
TIME: 7:30 p.m.  
PLACE: Via Zoom

**Call to Order**

Mark Schusky, President, called the meeting to order at 7:30pm.

**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. Kyla Waltermire, Center Manager and Interim Executive Director,  
Collinsville Memorial Library Center  
  
Ms. Katie Heaton, Center Manager, Fairmont City Library Center

**Pledge of Allegiance**

**Public Input** – None at meeting, none submitted via email.

**Friends of the Library** – none

**Trustee Comments-**

Jed Robbins commended MVLDD for keeping up on online presence, highlighted thanks to Circulation Supervisor Theresa Beck for staying on top of everything due date-wise, and thanked the Board for keeping up on Zoom and other meeting workings even during the COVID-19 pandemic.

Laura Gottschalk mentioned that her family is enjoying the online bedtime stories from Kyla and Katie and is thankful. She also noted that the library utilizing its 3-D printers to help response efforts is wonderful.

Mark Schusky seconded the comments of the previous trustees.

Kyla Waltermire mentioned that Youth Services Coordinator Matt Harris has been a driving force in 3-D printing efforts and commended him.

## Consent Items

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

- a. Approval of Minutes- approved as presented in the packet.
- b. Administrative Reports  
Report was given by Center Manager Kyla Waltermire.
  - Follow up on current COVID-19 response so far.
  - 3-D printer being used to create face shield frames.
  - A book drop is open to receive senior utility rebate applications on behalf of the City of Collinsville.
  - The exterior plumbing project is finished and documentation for TIF fund reimbursement is submitted to the City.

Report was given by Center Manager Katie Heaton.

- Katie highlighted the Collinsville Unit 10 and Fairmont City lunch distribution. Around 300-350 lunches are still able to be distributed. She also gave special thanks to Trustee Scott Penny, Jr. for being a huge part of the lunch distribution.
- State Farm is doing a grant program to try to supply meals to communities hit hard by COVID-19 mitigation efforts.

- c. Finances- presented in the packet
  - Kyla noted that IMRF Expenditures are showing as a double entry and are actually on track with budget.
  - On the Budget Vs. Actual report under Other Revenues- Miscellaneous there is a large amount showing there because it includes the \$10,000 lease signing payment from Busey Bank.
- d. Committee Reports
  - i. Finance – no meeting was held
  - ii. Personnel – Scott Penny, Jr. reported that a recent meeting was held in which the Personnel Committee interviewed Executive Director candidate Kyla Waltermire.
  - iii. Fundraiser – no meeting was held.

Consent items passed by unanimous voice vote.

## Unfinished Business

- a. Board of Trustees Photo
  - Postponed for now.

- Mark will reach out to John Locus and let him know we will not need his services in May.
- Cathy also talked to James Gurly to gather information.
- b. Statements of Economic Interest are due by the end of the month

**New Business**

- a. Trustees assigned to Board email address – Mark is set to receive those communications.
- b. Fairmont City TIF #1 and TIF#2 Extension Request

Motion to approve the TIF #1 and #2 extension request, Resolution 2020-2, made by Nancy Gerstenecker, seconded by Jed Robbins.

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

Yes- 7, No – 0, Abstained – 0.

- c. FY2021 Salary & Wage Scales

Motion to approve the Salary & Wage Scales as presented in the packet made by Amanda Burr and seconded by Cathy Kulupka.

Amanda Burr- Yes

Nancy Gerstenecker- Yes

Laura Gottschalk- Yes

Cathy Kulupka- Yes

Scott Penny Jr.- Yes

Jed Robbins- Yes

Mark Schusky- Yes

Yes- 7, No – 0, Abstained – 0.

d. COVID-19 Related Actions

i. Overview of Current Operations

- Trying to focus efforts on online services, social media, 3-D printing, etc.

- Draft plans of gradual reopening being created. Extensive planning is underway and based on recommendations of local and state government.

- In potential reopening planning, behind the scenes operations likely to resume first, then curbside delivery or other options. Other precautions such as rearranging furniture for social distancing will likely be necessary. A tiered approach to resuming library functions will be established with goals of keeping staff safe and keeping patrons safe throughout 2020.

ii. Payment of Staff for Duration of Shelter-In-Place Order

- Kyla presented several payment and/or furlough options to the board and recommended Option #2: full time staff will be paid 40 hours/week and part time staff will be paid either 28 hours/week (paraprofessional clerk) or 18 hours/week or less (all other part time staff). Board reached a consensus to approve Option #2 for the time being as presented in the packet but will reevaluate the decision monthly.

e. Hiring of Executive Director

-Personnel Committee reviewed candidates and recommends Kyla Waltermire for the Executive Director position at an annual salary of \$70,000, 4 weeks of vacation, and other benefits as described in the policy manual.

A motion to hire Kyla Waltermire as the MVLD Executive Director as presented was made by Scott Penny, Jr. and seconded by Nancy Gerstenecker.

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

Yes- 7, No – 0, Abstained – 0.

**Closed Session** – none

**Adjournment**

Motion made by Scott Penny, Jr. and seconded by Nancy Gerstenecker to adjourn.

Motion passed on unanimous voice vote. Meeting adjourned at 8:50pm.