

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

DATE: February 8, 2021
TIME: 6:30pm
PLACE: Via Zoom
In Person at the Fairmont City Library Center, 4444 Collinsville Road, Fairmont
City, IL 62201

Call to Order

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

A statement from President 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 attending via Zoom:

Mark Schusky, President
Amanda Burr, Secretary
Jed Robbins, Trustee
Cathy Kulupka, Trustee
Laura Gottschalk, Trustee

Trustees absent:

Scott Penny, Jr., Vice President
Nancy Gerstenecker, Treasurer

Also present (in person):

Ms. Kyla Waltermire, Executive Director
Ms. Katie Heaton, Assistant Director

Pledge of Allegiance

Public Input – None.

Friends of the Library – At this time the Friends are not ready to schedule a book sale.

Trustee Comments - Laura Gottschalk commended Library staff on efficiency and ease of use of the curbside services. She also questioned why the virtual storytimes had not been scheduled recently and noted that she felt they were especially valuable to families with preschoolers. She thought the “I Spy” door at the Fairmont City Library was very fun and thought similar activities

should be encouraged. Kyla Waltermire responded that the return of virtual storytimes is in the works and that the “I Spy” or similar sort of activity is also in the planning stages at the Collinsville Memorial Library.

Jed Robbins noted that his visits within the Library has been pleasant and he appreciates the hard work of the staff. He also commented that the Board members might be able to record some virtual storytimes if needed.

Consent Items

Motion to approve Consent Items in their entirety made by Amanda Burr and seconded by Cathy Kulupka.

- a. Approval of Minutes- January 11, 2021 regular Board meeting.
- b. Administrative Reports
Report was given by Executive Director Kyla Waltermire.
 - The Fairmont City Circulation Supervisor has resigned. The Library leadership is examining options as far as filling this position.
 - The Maintenance Technician position is going to be advertised soon. This position is paid for out of the Insurance Fund.
 - Waltermire asked the Board to consider going completely fine free for all items.

Report was given by Assistant Director Katie Heaton.

- Community garden project will be funded by a \$500 grant from the University of Illinois.
- Walmart gift cards were generously donated by Kathy Boulanger to be distributed to patrons.

- c. Finances- Presented in the packet.
- d. Committee Reports
 - i. Finance – No report.
 - ii. Personnel – No report.
 - iii. Fundraiser – No report.

A roll call vote was taken:

Amanda Burr- Yes
Laura Gottschalk- Yes
Cathy Kulupka - Yes
Jed Robbins- Yes
Mark Schusky- Yes

Yes- 5, No – 0, Abstained – 0. Absent – 2

Motion carried.

Unfinished Business

- a. Pan sculpture update – No update.
- b. COVID-19 Related Actions
 - At the end of January the Fairmont City Library reopened for indoor service and at the beginning of February the Collinsville Memorial Library opened as well. Things seem to be going well so far.
 - At this time there is no determination as to whether or not the MVLD will require COVID-19 vaccinations for staff. Waltermire will be attending an HR webinar about the subject in order to guide a decision.
 - Some outdoor, in-person Project Next Generation grant-related programs will be held in the coming weeks.
- c. Van Maintenance and Future Planning
 - Waltermire to gather options for replacing the van.

New Business

- a. Process for Annual Executive Director Performance Review
 - Amanda Burr presented a draft document for the annual Executive Director’s performance review and outlined the process, which includes Board and MVLD staff input. There was no discussion.
- b. Process for Reporting MVLD Employee Disciplinary Actions
 - Waltermire asked the Board for feedback on when and how they would like to be notified of certain levels of employee discipline. General consensus was to notify the Board of any formal discipline that may lead eventually to termination or of any terminations of employment. Consensus was to inform the Board of these matters at a regular meeting, unless due to a severe matter there is reason to inform the Board of a termination immediately.
- c. Post-Pandemic Service Hours for Collinsville Memorial Library Center
 - Waltermire asked the trustees if they were open to discussing the Collinsville Memorial Library’s post-pandemic service hours. She will present a proposal for revised service hours at the next regular meeting.
- d. Review of Serving Our Public 4.0 “Chapter 3: Personnel” and “Chapter 4 Access” – No discussion.

Closed Session – None.

Adjournment

Motion made by Cathy Kulupka and seconded by Laura Gottschalk to adjourn.

A roll call vote was taken:

Amanda Burr- Yes

Laura Gottschalk- Yes

Cathy Kulupka - Yes

Jed Robbins- Yes

Mark Schusky- Yes

Yes- 5, No – 0, Abstained – 0. Absent – 2

Motion carried. Meeting adjourned at 7:04pm.