

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

DATE: April 19, 2021  
TIME: 6:30pm  
PLACE: Via Zoom and Fairmont City Library Center

**Call to Order**

Mark Schusky, President, called the meeting to order at 6:30pm. Kyla Waltermire, Katie Heaton, Amanda Burr, Nancy Gerstenecker, Cathy Kulupka were physically present at the Fairmont City Library Center. The other trustees that attended the meeting did so via Zoom.

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  
Amanda Burr, Secretary  
Nancy Gerstenecker, Treasurer  
Laura Gottschalk, Trustee  
Cathy Kulupka, Trustee  
Jed Robbins, Trustee

Trustees absent:

Scott Penny, Jr., Vice President

Also present:

Kyla Waltermire, Executive Director  
Katie Heaton, Assistant Director

**Pledge of Allegiance**

**Public Input** – No present or written input. Newly elected trustee Ana Romero-Lizana was present.

**Friends of the Library** - Friends have scheduled their next book sale for May 14<sup>th</sup> and 15<sup>th</sup>.

**Trustee Comments-** Nancy Gerstenecker noted that at the last book sale patrons commented that they had been waiting a long while to enter the sale (due to capacity restrictions).

Waltermire will give the Friends that feedback to see if there might be ways to minimize wait times.

Cathy Kulupka noted that she was not aware that patrons can be sent to collections for outstanding fees.

### **Consent Items**

Motion to approve Consent Items in entirety made by Amanda Burr and seconded by Nancy Gerstenecker.

- a. Approval of Minutes- No modifications to the drafts. Additionally, the closed session minutes were opened as part of the approval of the Consent Items.
- b. Administrative Reports  
Report was given by Executive Director Kyla Waltermire.
  - The Fairmont City TIF Joint Review Board meeting notes were attached. Next meeting the Board will discuss approval of a new resolution supporting the two TIF extensions requested by the Village of Fairmont City.
  - Waltermire and the director of the Caseyville Public Library District met with CUSD reps to establish a process for including the new uniform library application form as part of the virtual school registration process.
  - Staff evaluations are underway.
  - Statements of Economic Interest filing receipts should be submitted to the MVLD no later than April 30<sup>th</sup>.
  - The Collinsville City Scoop newsletter highlighted “Splish Splash Storytimes,” a new partnership in conjunction with Collinsville Aqua Park.
  - The front doors of the Collinsville Library are installed, but still having operational issues. Waltermire is meeting with the Mr. Handyman technician next week to go over what needs addressed.

Report was given by Assistant Director Katie Heaton.

- Fairmont City land swap with the Galas family is completed.
- The PCs for People hotspot and computer giveaway went very well and was well attended (approximately 110 families).

- c. Finances
  - Update on Gift Fund from Kyla Waltermire- about \$2,010 left currently. \$10 is the seed money to keep the account open. \$2,000 will be transferred to the General Fund upon completion of the front door project.
  - Personal property tax replacement may continue to be received, but tax distributions from the counties is finished for the fiscal year.
  - Gottschalk asked for and received a clarification regarding rental spaces in Collinsville. No rooms are available inside the Collinsville Library Center for rental currently due to COVID-19 operations and Friends of the Library needs. The Blum House is available for rentals.
  - Gottschalk asked if more of the material budget, which is at about 50% expended currently, could be spent before the end of the fiscal year. Waltermire responded that she

and Heaton had already discussed increasing spending in these lines and have started to do so.

d. Committee Reports

- i. Finance
- ii. Personnel - Personnel committee met on April 13<sup>th</sup> to compile the Executive Director annual performance evaluation.
- iii. Fundraiser

A roll call vote was taken:

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

Yes- 6, No – 0, Abstained – 0. Absent – 1

Motion carried.

**Unfinished Business**

- a. Pan sculpture update – case has been installed to hold the original Pan. The bronze cast of the original sculpture has been transported to Illinois.
- b. COVID-19 Related Actions
  - Bridge to Phase 5 plan presented. No modifications made.
- c. Van Maintenance and Future Planning
  - On hold for now.
- d. Annual Executive Director Performance Review

Review was very positive, both by the Board and by the anonymous staff feedback. The staff survey had 100% response rate and had overwhelmingly positive comments to note. The Board feedback was also very positive. 2020 was an unusually challenging first year for the Executive Director but she met or exceeded the expectations of the role as well as remained flexible and resilient in light of COVID-19 response.
- e. Personnel Policy Revisions

Cathy Kulupka made a motion to approve the personnel policy revisions as presented in the packet and was seconded by Amanda Burr.

A roll call vote was taken:

Amanda Burr- Yes  
Nancy Gersteneker- Yes  
Laura Gottschalk- Yes  
Cathy Kulupka – Yes

Jed Robbins- Yes  
Mark Schusky- Yes

Yes- 6, No – 0, Abstained – 0. Absent – 1

Motion carried.

### **New Business**

a. Recommendation to Eliminate Late Fines

Waltermire recommends eliminating all late fees as a positive action toward removing barriers to access in the MVLD. She suggests removing fines from all item and patron codes. Kulupka asked for a clarification regarding the collections process - A person who has been sent to collections will still have to pay the collections fee if they do return the late items, but their fines would be waived.

A motion was made to Cathy Kulupka and seconded by Amanda Burr to approve the recommendation as presented.

A roll call vote was taken:

Amanda Burr- Yes  
Nancy Gersteneker- Yes  
Laura Gottschalk- Yes  
Cathy Kulupka – Yes  
Jed Robbins- Yes  
Mark Schusky- No

Yes- 5, No – 1, Abstained – 0. Absent – 1

Motion carried.

b. Trustee Orientation Plan

Robbins asked for clarification about the minimum attendance requirement for trustees; Waltermire responded with the current statutory requirement. A motion was made by Nancy Gersteneker and seconded by Amanda Burr to approve the Trustee Orientation Plan as presented.

A roll call vote was taken:

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

Yes- 6, No – 0, Abstained – 0. Absent – 1

c. Review of Serving Our Public 4.0 “Chapter 6: Safety” – no discussion.

**Closed Session** – none

**Adjournment**

Motion made by Cathy Kulupka and seconded by Amanda Burr to adjourn.

A roll call vote was taken:

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

Yes- 6, No – 0, Abstained – 0. Absent – 1

Meeting adjourned at 7:29pm.