

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

DATE: July 19, 2021  
TIME: 6:30pm  
PLACE: Via Zoom and on site at the Blum House

**Call to Order and Roll Call**

Mark Schusky, President, called the meeting to order at 6:30pm. All attendees noted below were present in-person.

Roll call was taken.

Trustees present:

Mark Schusky, President  
Laura Gottschalk, Vice President  
Nancy Gerstenecker, Treasurer  
Cathy Kulupka, Trustee  
Jed Robbins, Trustee  
Ana Romero-Lizana, Trustee

Trustees absent:

Amanda Burr, Secretary

Also present:

Kyla Waltermire, Executive Director  
Katie Heaton, Assistant Director  
Amanda Beyersdorff, Liberty National

**Pledge of Allegiance**

**Public Input** – No present or written input.

**Friends of the Library** – The most recent book sale was the prior weekend (July 16-17) and seemed to go smoothly.

**Trustee Comments**

Nancy Gerstenecker was at the book sale and said it went well. She heard others commenting on how nice it was to be able to walk in whenever instead of having scheduled times.

Laura Gottschalk complemented the summer youth art programs, stating that her children were enjoying them. She also commented that the circulation of the Collinsville Aqua Park passes was appreciated and she hopes other attractions will be offered in the future.

Cathy Kulupka and her family attended a bird house making event at the library. They had fun, although it felt weird to make so much noise in the library.

### **Consent Items**

Motion to approve Consent Items in entirety made by Ana Romero-Lizana and seconded by Nancy Gerstenecker.

- a. Approval of Minutes: Regular monthly Board meeting of June 21, 2021; Fundraising Committee meeting of July 6, 2021; Finance Committee meeting of July 14, 2021. No revisions.
- b. Administrative Reports  
Report was given by Executive Director Kyla Waltermire.
  - Attraction passes: The Collinsville Aqua Park passes are a huge hit. The MVLD has Edwardsville Children’s Museum passes that are currently in cataloging and will be available soon. Other area attractions are being contacted to see what arrangements can be made to offer their services through this library initiative. Waltermire reminded trustees that the library is enrolled in Explore More Illinois, which offers discounted rates to attractions throughout the state of Illinois.
  - The Collinsville Library’s front doors have new kick plates installed. The received hinges are not the correct kind and have been sent back.
  - The district will open at 1:00 PM on August 13 due to staff training.
  - A self-checkout station is installed at the Collinsville Library’s main desk. Kids have really enjoyed being able to check themselves out, and the station is available to all who prefer this type of experience.
  - The MVLD is attempting to set up non-resident e-resource accounts, but has encountered some technical issues with it. Staff are working with SHARE to try to find solutions; however, it’s not looking promising. If a solution is unable to be achieved, the Board may need to revisit the decision to offer these accounts.

Report was given by Assistant Director Katie Heaton.

- The drive-thru Health Fair was successful. Free food was distributed and 29 COVID-19 vaccinations were administered.
  - The library is working with Heartland Conservancy to provide educational programs about the watershed that the community is located in. Heartland Conservancy also provided three free trees to the Fairmont City Library a few months ago.
  - The Back-to-School Carnival is returning in September.
  - The library received a lot of good feedback on last year’s trunk-or-treat event, so plans are underway to hold the event again this year.
- c. Finances – Reports reviewed; no questions.
  - d. Committee Reports
    - i. Finance
      - Committee met on July 14<sup>th</sup> to discuss the draft FY2022 Budget & Appropriations Ordinance.

ii. Personnel

iii. Fundraiser

- Committee met on July 6<sup>th</sup>. A few ideas for small fundraisers were identified to begin with, with the intention that this would begin building the momentum to move into larger fundraising events.

A roll call vote was taken:

Nancy Gerstenecker- yes  
Laura Gottschalk- yes  
Cathy Kulupka- yes  
Jed Robbins- yes  
Ana Romero-Lizana- yes  
Mark Schusky- yes

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

Motion carried.

**Unfinished Business**

a. COVID-19 Related Actions

- Nothing to report from the prior month. A discussion was held about the rising positivity rates and what, if anything, should happen if the rates reach different thresholds. It was suggested and agreed upon by consensus that the MVLD will revert to face masks for all visitors and staff if the positivity rate reaches 12%.

**New Business**

a. Liberty National – Additional Benefits for Employees

- Amanda Beyersdorff from Liberty National presented information about supplemental health and life insurance benefits that could be offered to MVLD staff at no cost to the library. The Board gave consent to move forward with these offerings.

b. Revisions to Freedom of Information Act Policy

- A motion was made by Cathy Kulupka and seconded by Ana Romero-Lizana to approve the revised policy as presented.

A roll call vote was taken:

Nancy Gerstenecker – yes  
Laura Gottschalk – yes  
Cathy Kulupka – yes  
Jed Robbins – yes  
Ana Romero-Lizana – yes  
Mark Schusky – yes

Yes – 6; No – 0; Abstained – 0; Absent – 1

Motion carried.

c. Review of Holidays Policy

A conversation about what, if any, amendments to make to the Holiday Policy occurred. There was consensus about removing Columbus Day to add Juneteenth. A draft revised policy will be presented in October or November 2021.

d. Audit of Secretary's Records for Annual Report

President Schusky appointed Jed Robbins and Laura Gottschalk to audit the secretary's records for FY2021 in compliance with the Illinois Public Library Annual Report requirement.

e. Ordinance 22-01: Draft Budget & Appropriations Ordinance

A motion was made by Nancy Gerstenecker and seconded by Cathy Kulupka to approve draft ordinance as presented.

A roll call vote was taken:

Nancy Gerstenecker – yes

Laura Gottschalk – yes

Cathy Kulupka – yes

Jed Robbins – yes

Ana Romero-Lizana – yes

Mark Schusky – yes

Yes – 6; No – 0; Abstained – 0; Absent – 1

Motion carried.

f. Establishment of Budget & Appropriations Ordinance Public Hearing

The public hearing for Ordinance 22-01: Budget & Appropriations Ordinance will take place immediately preceding the September 20, 2021 monthly Board meeting.

g. Review of Serving Our Public 4.0 “Chapter 9: Public Services: Reference and Reader's Advisory Services” – No action.

**Closed Session**

a. 5 ILCS 120/2(c)(1) – “The appointment, employment, compensation, discipline, performance, or dismissal of specific employees...”

A motion was made by Cathy Kulupka and seconded by Nancy Gerstenecker to enter closed session under exemption 5 ILCS 120/2(c)(1).

A roll call vote was taken:

Nancy Gerstenecker – yes  
Laura Gottschalk – yes  
Cathy Kulupka – yes  
Jed Robbins – yes  
Ana Romero-Lizana – yes  
Mark Schusky – yes

Yes – 6; No – 0; Abstained – 0; Absent – 1

Motion carried. Closed session began at 7:41 PM.

A motion was made by Ana Romero-Lizana and seconded by Laura Gottschalk to resume open session.

A roll call vote was taken:

Nancy Gerstenecker – yes  
Laura Gottschalk – yes  
Cathy Kulupka – yes  
Jed Robbins – yes  
Ana Romero-Lizana – yes  
Mark Schusky – yes

Yes – 6; No – 0; Abstained – 0; Absent – 1

Motion carried. Open session resumed at 8:12 PM.

## **Adjournment**

Prior to adjournment, President Schusky reminded trustees that the Governor’s executive order authorizing remote attendance was set to lapse next week. Beginning with the August 2021 monthly meeting, trustee meetings would take place exclusively in-person again. Zoom would continue to be offered as a means for members of the public to attend in addition to in-person, and would be used to continue recording Board meetings.

A motion was 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  
Ana Romero-Lizana – yes  
Mark Schusky – yes

Yes – 6; No – 0; Abstained – 0; Absent – 1

Motion carried. The meeting ended at 8:16 PM.