

**MINUTES of the MISSISSIPPI VALLEY LIBRARY DISTRICT  
PUBLIC HEARING – FY2022 BUDGET AND APPROPRIATIONS ORDINANCE**

DATE: September 20, 2021  
TIME: 6:30pm  
PLACE: Via Zoom and on site at the Blum House 414 W. Main St. Collinsville, IL 62234

**Call to Order**

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

A statement from Board 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 Board 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 and in accordance with 5 ILCS 120/7(e).”

**Roll Call**

Trustees present in-person:

Mark Schusky  
Laura Gottschalk  
Cathy Kulupka  
Jed Robbins

Trustees present on Zoom:

Amanda Burr

Trustees absent:

Nancy Gerstenecker  
Ana Romero-Lizana

Also present:

Kyla Waltermire, Executive Director  
Katie Heaton, Assistant Director  
Paul Welch, Secretary/Treasurer of the Collinsville Memorial Public Library  
Foundation

**Pledge of Allegiance**

**Public Input** – No present or written input. Board waited a period of 5 minutes to give opportunity for public to participate if desired.

A motion to adjourn the public budget and appropriations ordinance hearing was made by Cathy Kulupka and seconded by Laura Gottschalk at 6:36pm.

**A roll call vote was taken:**

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

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

Hearing adjourned at 6:36 pm.

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

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**Call to Order**

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**Roll Call**

Trustees present in-person:

Mark Schusky  
Laura Gottschalk  
Cathy Kulupka  
Jed Robbins

Trustees present on Zoom:

Amanda Burr

Trustees absent:

Nancy Gerstenecker  
Ana Romero-Lizana

Also present:

Kyla Waltermire, Executive Director

Katie Heaton, Assistant Director  
Paul Welch, Secretary/Treasurer of the Collinsville Memorial Public Library  
Foundation

## **Pledge of Allegiance**

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

**Friends of the Library** - Kyla Waltermire shared that October 8<sup>th</sup> and 9<sup>th</sup> will be the book sale. The Collinsville Library is working with the Friends on a new storage solution for storing and sorting donations between book sales.

## **Trustee Comments-**

Laura Gottschalk- The Italian Fest activities and participating in the parade as a trustee was enjoyable.

Cathy Kulupka- Could not participate this year and hopes to in the future.

Mark Schusky- A patron had spoken to him and complained of the doors closing too quickly behind him at the Collinsville Memorial Library Center. He also thanked all trustees and staff for all of their Italian Fest participation and the impact it had. He also noted that it seemed that people liked receiving books in the parade in the past and missed that opportunity this year.

Out of consideration for guest Paul Welch, Mark Schusky suggested starting with:

## **New Business**

### b. Repairs & Updates to the Blum House – Collinsville Library Foundation

Paul Welch gave a brief history of the Collinsville Library Foundation and support of the MVLD in recent years, especially highlighting the Blum House property.

Recommends a small contractor for front porch repairs and other necessary modifications. Contractor has serviced similar historic buildings. Many items need fixed including the porch flooring, handrails, access grate, etc.

Also recommends some aesthetic updates that will align the building more historically to its period. These include items like: a loan by Paul Welch of a Hoosier cabinet for the kitchen, replacement of brown counters, white painting in the kitchen to downplay the knotty pine, and other various updates.

The railing around the sunporch was decorative and recognizable to the community at one time. The funds are not present for a restoration of the railing at this time, so is not recommended but noted for the future.

The Foundation is willing and able to fully financially support these recommendations, if the MVLD Board of Trustees grants consent of the proposal.

## Consent Items

Motion to approve Consent Items in entirety made by Cathy Kulupka and seconded by Laura Gottschalk.

### a. Approval of Minute

- i. Open session of regular monthly meeting of July 19, 2021
- ii. Closed session of regular monthly meeting of July 19, 2021 – content to be approved, but minutes kept closed
- iii. Regular monthly meeting of August 16, 2021

### b. Administrative Reports

Report was given by Executive Director Kyla Waltermire.

- Vaccination clinics have been held at the Collinsville Library Center. Future dates include October 13<sup>th</sup>.
- Halloween Walk will be October 30<sup>th</sup>. Stations will be set up outside instead of inside the building.
- Position for the Maintenance Technician is posted and applications received. Children's Librarian position has been posted and applicants are already being interviewed.
- Kyla sought feedback on non-resident services and e-service accounts. This topic will be put on next month's agenda.
- VAV boxes for HVAC system in Collinsville Library: some have already been replaced. Received quote from Johnson Control to replace more; unable to obtain other quotes for comparison. With Board's consent, will present the available quote at the next monthly meeting.
- Will be drafting and presenting a new policy for the Board's consideration; would allow MVLDF fundraisers to include the distribution and consumption of liquor/alcohol.
- Confirmed that the Illinois State Library's per capita grant requirements are the same as last year- all chapters of Serving our Public 4.0 will need to be reviewed by trustees.

Report was given by Assistant Director Katie Heaton.

- Katie fielded questions and a discussion about the recent suspicious activity at the Fairmont City Library Center. The Busey Bank location there stayed in lockdown longer than the library. The onsite security guard is no longer present. There will be revisions to the current camera setups. Quick response by staff involved helped ensure safety and solve the case.
- There will be no Fall Festival in Fairmont City. The library will be holding a drive-through trunk-or-treat on October 29.
- Tree lighting and Christmas Stories programs will still be scheduled.
- A red wagon giveaway will happen again later in the year.

### c. Finances- presented in the packet.

- i. 2 wheelchairs were purchased for patron use onsite – one for each library center.

### d. Committee Reports

- i. Finance - none
- ii. Personnel - none
- iii. Fundraiser – none

**A roll call vote was taken:**

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

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

**Unfinished Business**

a. COVID-19 Related Actions

- Masks indoors are enforced in compliance with the State’s mandate.
- Board approved by consensus to extend current policy on COVID-based leave through end of January 2022.

b. Bylaws Revision – Remote Meeting Attendance

If approved, remote meeting attendance will be a situational option for Board meetings going forward. A trustee meeting virtually would not count towards establishing quorum but could contribute to discussion and vote on any matters at hand. This policy is in keeping with current Illinois Open Meetings Act provisions.

A motion to approve remote meetings policy as presented in the packet was made by Jed Robbins and seconded by Cathy Kulupka.

**A roll call vote was taken:**

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

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

b. FY2022 Tax Levy Rate

Discussed by the Board; will move forward with a proposed 4.5% tax increase.

**New Business**

a. Fairmont City Rooftop HVAC Unit

One unit is down. Discussion of replacement options and quotes received thus far occurred. More information will be gathered about options including a single 7.5 ton unit as well as ductwork updates.

b. Repairs & Updates to the Blum House – Collinsville Library Foundation

The Board had an opportunity to consider these and recommended to the Executive Director that the Foundation move forward with these repairs and modifications as presented

A motion to approve the recommendations made by the Collinsville Library Foundation was made by Jed Robbins and seconded by Laura Gottschalk.

**A roll call vote was taken:**

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

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

c. Ordinance 22-01 Budget and Appropriations Ordinance

A motion to approve was made by Cathy Kulupka and seconded by Jed Robbins.

**A roll call vote was taken:**

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

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

d. Ordinance 22-02 Building and Maintenance Ordinance

A motion to approve was made by Laura Gottschalk and seconded by Cathy Kulupka.

**A roll call vote was taken:**

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

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

e. Revisions to Victims' Economic Security and Safety Act (VESSA) Policy

In compliance with recent changes to the State's VESSA definitions, expands which crimes of violence are included as well as definitions for family and household members.

A motion to approve the revisions as presented made by Cathy Kulupka and seconded by Jed Robbins.

**A roll call vote was taken:**

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

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

- f. Review of Serving our Public 4.0 “Chapter 10: Programming” and “Chapter 11: Youth/Young Adult Services” – no discussion
- g. Review of Closed Session Minutes – June 19, 2017 and July 19, 2021

A motion to open both of these closed session minutes made by Jed Robbins and seconded by Cathy Kulupka.

**A roll call vote was taken:**

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

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

**Closed Session** – none

**Adjournment**

A motion was made by Cathy Kulupka and seconded by Laura Gottschalk to adjourn.

**A roll call vote was taken:**

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

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

The meeting ended at 8:36pm.