

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

DATE: January 10, 2022
TIME: 6:30pm
PLACE: Fairmont City Library Center and via Zoom

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. Specifically, COVID-19 positivity rates in our service area have at least quadrupled since the last meeting of the Board of Trustees. Therefore, the Board of Trustees is meeting virtually and in accordance with 5 ILCS 120/7(e).”

Roll Call

Trustees present (Zoom):

Mark Schusky
Laura Gottschalk
Ana Romero-Lizana
Cathy Kulupka
Jed Robbins
Amanda Bender

Trustees absent:

Nancy Gerstenecker

Also present (in person):

Kyla Waltermire, Executive Director, Mississippi Valley Library District
Katie Heaton, Assistant Director, Mississippi Valley Library District

Pledge of Allegiance

Public Input – No present or written input.

Friends of the Library- No updates at this time.

Trustee Comments

Laura Gottschalk and her family attended the Fairmont City tree lighting event and it was lovely. She also noted that the recent transition to curbside service went very smoothly from her perspective and directed her thanks to library management.

Consent Items

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

- a. Approval of Minutes- regular meeting of November 15, 2021
- b. Administrative Reports
Report was given by Executive Director Kyla Waltermire.
 - Reminder that all trustees need to complete annual Sexual Harassment Prevention Training. Send proof of completion to Kyla.
 - St. Clair County tax distributions are completed. Expecting at least one more tax distribution from Madison County.
 - Marketing Coordinator Terry Pierson will be presenting at the Reaching Forward South conference for front-line library staff.
 - CHS transitional students will resume working with the MVLD in a skill building program, after the current COVID spike recedes.
 - Interviews for Maintenance Technician position have wrapped up and an offer will be made tomorrow to one of the candidates.

Report was given by Assistant Director Katie Heaton.

- New collaboration with Heartland Conservancy to talk about importance of trees. A collaboration with the Village of Fairmont City, CUSD #10, and other partners for an Arbor Day celebration to plant trees in nearby wetlands area. Messaging will include: more trees=less flooding and more tree=more birds=less mosquitoes. Mosquitoes and flooding are common concerns in the community.
- 39 families applied for the Red Wagon Giveaway. 11 families received wagons but all families received a gift bag with presents for each family member.

- c. Finances- presented in the packet.
- d. Committee Reports
 - i. Finance – none
 - ii. Personnel – none
 - iii. Fundraiser – none

A roll call vote was taken:

Mark Schusky - yes
Laura Gottschalk - yes
Amanda Bender- yes
Ana Romero-Lizana- yes
Cathy Kulupka - yes
Jed Robbins - yes

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

Motion carried.

Unfinished Business

- a. COVID-19 Related Actions
 - i. Continuation of Paid COVID Leave
Waltermire noted that three staff are about to return from COVID quarantine, while another was diagnosed with COVID just that day. The library moved to curbside and computer lab services the previous week due to staff absences and the extremely high 7-day rolling positivity rates. Waltermire recommended continuing paid COVID leave for the foreseeable future; Board agreed by consensus.
- b. Fairmont City Rooftop HVAC Unit
- Viviano Heating and Cooling came out for other unit repairs and discovered that the building electric service will not be able to serve the load of a 7.5-ton unit (as planned and approved at the November 15, 2021 board meeting). Recommendation is to remain on remaining 5-ton unit with replacement in the future at the end of its lifespan.
- c. Repairs and Updates to the Blum House- Collinsville Library Foundation
- No updates, but kitchen is scheduled to begin repainting this week.

New Business

- a. FY2021 Audit
- Hard copies available for pickup in Collinsville; was provided digitally prior to the meeting.

A motion to approve the FY2021 Audit was made by Jed Robbins and seconded by Laura Gottschalk.

A roll call vote was taken:

Mark Schusky - yes
Laura Gottschalk - yes
Amanda Bender- yes
Ana Romero-Lizana- yes
Cathy Kulupka - yes
Jed Robbins - yes

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

Motion carried.

- b. Drafts – Services Policy, Collection Development Policy, and Request for Reconsideration of Library Materials Form
Waltermire explained that over the past two months there has been a massive increase nationwide in the number of library materials, resources, and programs being challenged. The MVL D has not received any challenges, but before a challenge is received is the best time to review and update applicable policies and forms. The presented drafts are based on current best practices.

A motion to approve the drafts of these policies and form as presented was made by Cathy Kulupka and seconded by Jed Robbins.

A roll call vote was taken:

Mark Schusky - yes
Laura Gottschalk - yes
Amanda Bender- yes
Ana Romero-Lizana- yes
Cathy Kulupka - yes
Jed Robbins - yes

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

Motion carried.

c. Background Checks for Employees

-Currently the MVL D does not require background checks, but it is recommended that this become part of hiring procedures. There is a fee estimated around \$20 per background check (could be more). There was discussion and recommendation to also move forward with background checks on current employees as well.

d. Annual Sexual Harassment Prevention Training

-Waltermire will email a link to the State’s online training. Alternatively, trustees can provide proof of completing the minimum training requirements through an employer, as long as training is completed in the current calendar year.

e. Review of Serving Our Public 4.0 Introduction through Chapter 2 – no discussion.

Closed Session – none

Adjournment

A motion was made by Ana Romero-Lizana and seconded by Cathy Kulupka to adjourn.

A roll call vote was taken:

Mark Schusky - yes
Laura Gottschalk - yes
Amanda Bender- yes
Ana Romero-Lizana- yes
Cathy Kulupka - yes
Jed Robbins - yes

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

The meeting adjourned at 7:07 pm.