

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

DATE: April 25, 2022

TIME: 6:30 pm

PLACE: Blum House

Call to Order

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

Roll Call

Trustees present:

Mark Schusky, President

Laura Gottschalk, Vice-President

Nancy Gerstenecker, Treasurer

Cathy Kulupka, Trustee

Ana Romero-Lizana, Trustee

Trustees absent:

Amanda Bender

Also present:

Kyla Waltermire, Executive Director

Pledge of Allegiance

Public Input - None (note: 14 CHS students were present in person and 1 was present on Zoom for the meeting)

Friends of the Library - President Marjorie Wright spoke of the successful book sale they held at the beginning of April. Based on the amount of books and public interest, they have decided to have sales every two months instead of three, starting in the beginning of June. Also, the Friends are happy with the draft MOU and request that the Board move forward on its approval.

Trustee Comment

Romero-Lizana attended the Earth Day celebration at the Fairmont City Library and said she enjoyed all of the community involvement, including the pot painting.

Consent Items

Motion to approve Consent Items in entirety made by Gersternecker and seconded by Romero-Lizana.

- a. Approval of Minutes - March 21, 2022

b. Administrative Reports

Report was given by Executive Director Kyla Waltermire.

- One employee was in quarantine for COVID; their last day of quarantine is today
- A patron violated the MVL D's Anti-Harassment and Nondiscrimination policy in their interactions with a staff member. Waltermire has spoken with the patron about what is appropriate and what will result from further violations.
- Sexual harassment prevention training is completed for all trustees and employees.
- There is one trustee Statement of Economic Interest to be filed by the end of the month.
- Two Library Clerks will be leaving the MVL D soon. Abram Munoz is leaving at the end of May to begin a full-time job in the field of his study. Shane Sand will be leaving no later than the first week of August to begin a new position at his university. The job posting for these two upcoming openings will be on the MVL D website and social media by the end of the week.

Report was given by Waltermire in the absence of Assistant Director Katie Heaton.

- Earth Day festivities were a success with about 60 attendees, and the Easter activities had a door count of about 600. It is good to not only be offering in-person events again but to see families excited to attend.

c. Finances

- 75% through the fiscal year, high utilities
- Most grants are being reimbursed through quarterly reports rather than paid up-front as in past years

d. Committee Reports

- i. Finance – Initial Budget Meeting (TBD)
- ii. Personnel - Executive Director Annual Evaluation needs to be completed
- iii. Fundraiser – None.

A roll call vote was taken on the motion:

Nancy Gerstenecker- Yes
Laura Gottschalk- Yes
Cathy Kulupka – Yes
Ana Romero-Lizana- Yes
Mark Schusky- Yes

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

Motion carried.

Unfinished Business

a. COVID -19 Related Actions

- Paid COVID leave conversation will be tabled for about 3-4 months

- b. Repairs & Updates to Blum - Collinsville Library Foundation
 - The only item left in the kitchen is the countertops, which are on order. Then the work will move on to porch
- c. Annual Sexual Harassment Prevention Training - as discussed in the Executive Director's report
- d. Memorandum of Understanding - Friends of the Library
 - Kulupka moved and Gerstenecker seconded to approve the Memorandum of Understanding as presented.

A roll call vote was taken on the motion:

Nancy Gerstenecker- Yes
Laura Gottschalk- Yes
Cathy Kulupka – Yes
Ana Romero-Lizana- Yes
Mark Schusky- Yes

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

Motion carried.
- e. Removal of Walnut Trees from Short Street Property
 - Unable to get in contact with Travis Nash. The trees will stay in place for now.

New Business

- a. Board Vacancy
 - Jed Robbins resigned effective April 5, 2022. Waltermire shared the statutory process for filling a vacant seat. She noted that there is a bill proceeding at the State level that would put a limit of 60 or 90 days on the process of filling the seat; she will email the information to the trustees.
 - The process for filling the seat will be that the MVLDD will announce the opening on its website and social media. Applications are to be submitted to Waltermire, who will forward them to Schusky and present them in upcoming Board meeting packets. The vacancy will be open until filled; no filing deadline.
- b. June 20, 2022 Board Meeting - Juneteenth Holiday Closing

- Board will meet June 27, 2022 since the MVLD will be closed in observance of Juneteenth on the 20th.

c. Background Checks

- Discussion about whether volunteers should have background checks. This will be discussed further next meeting

d. Annual Evaluation of Executive Director

- Personnel committee will meet to discuss.

e. Draft Policy - Bereavement Leave

- There was discussion about adding paid leave for part-time employees. A new draft with this change, as well as changing the leave from days to the equivalent amount in hours, will be presented next month.

f. Review of Serving Our Public 4.0 Chapter 6 - No discussion

Closed Session - None

Adjournment

A motion was made by Romero-Lizana and seconded by Gottschalk to adjourn.

A roll call vote was taken on the motion:

Nancy Gerstenecker- Yes

Laura Gottschalk- Yes

Cathy Kulupka – Yes

Ana Romero-Lizana- Yes

Mark Schusky- Yes

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

Motion carried.

The meeting adjourned 7:26pm