

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

DATE: July 17, 2023

TIME: 6:30 PM

PLACE: Blum House, Collinsville, IL

**Call to Order**

Jeanne Lomax, President, called the meeting to order at 6:30 PM.

**Roll Call**

Trustees present:

Jeanne Lomax, President  
Ginny York, Vice-President  
Lisa McCormick, Secretary  
Cathy Kulupka, Treasurer  
Kathy Murphy, Trustee  
Ana Romero-Lizana, Trustee  
Mark Schusky, Trustee

Trustees absent:

Also present:

Kyla Waltermire, Executive Director  
Matt Harris, Assistant Director

**Pledge of Allegiance**

**Public Input**

DeeAnna Beckham responded against trustee Ginny York's May meeting statement regarding drag queens and requested her removal from the Board.

Traci Vanek spoke regarding her concerns about the library limiting events and about keeping politics and religion out of the library.

Jim Collins supports the two previous speakers and stated the Board should not discriminate against anyone.

**Friends of the Library**

A book sale is scheduled for August 18 and 19, 2023.

## **Trustee Comment**

McCormick congratulates Joanna Beauchamp on her promotion to Cataloger.

Kulupka had concerns that the Board President removed bookmarks from a library display. The bookmarks were multicolored and had the word “transform” on them and had nothing to do with transgender ideology.

Lomax said that as she has previously stated, she does not want the library pushing an agenda.

McCormick asked if a trustee can move items in the library without Board approval. Waltermire stated that for situations like rearranging the location of collections, it is library employees’ responsibility. For other matters and depending on the action, the Board could take a vote to establish guidance as a group. Individual trustees cannot make that decision on behalf of the Board.

## **Consent Items**

A motion to approve Consent Items in their entirety was made by Schusky and seconded by York.

- a. Approval of Minutes – Decennial Committee Meeting of June 8, 2023 and Regular Board meeting of June 12 - No discussion or modifications.
- b. Administrative Reports  
Executive Director:
  - Waltermire stated the new van is working out very well and the library was able to get it cheaper than expected. She is currently working with the library’s Marketing Coordinator on getting quotes for wrapping the van. Initial inquiries indicate the cost will be around \$1500.
  - McCormick asked Waltermire if there were any possible grants using ADA to get the library elevator updated. Waltermire stated that there is a grant available but requires matching funds and the library doesn’t have the resources to match funds.
  - Schusky asked if the meetings were going to continue to allow Zoom attendance. Waltermire responded that the meetings are being recorded through Zoom and will continue to be posted online for the public to view afterwards. Due to security issues arising from the prior meeting, the current meeting was not open to the public via Zoom.Assistant Director:
  - Harris reached out to a local assisted living facility to promote the library’s homebound services and lead activities at the facility. He has been doing that for a few years.
  - Harris is still involved in programming until a replacement Program Coordinator is hired.
- c. Finances – Finances reviewed; no update
- d. Committee Reports

- York enquired about the status of the Decennial Committee survey. Waltermire didn't have an update on the current number of responses, but said that 2-3 paper responses were received and several online comments were filed as of a few weeks prior. The survey was made available late June and runs until July 31.
- Waltermire is currently working on filling out the Decennial Committee draft report with information she has available.

A roll call vote was taken on the motion to approve consent items:

Cathy Kulupka – Yes  
 Jeanne Lomax – Yes  
 Lisa McCormick - Yes  
 Kathy Murphy - Yes  
 Ana Romero-Lizana - Yes  
 Mark Schusky - Yes  
 Ginny York - Yes

Yes- 7, No – 0, Abstained – 0, Absent – 0

Motion carried.

### **Unfinished Business**

- a. Repairs & Updates to the Blum House (Collinsville Library Foundation) – No update.
- b. Eagle Scout Project – Memorial Bricks by Historical Museum
  - Work is scheduled to occur the first two weekends in August. Waltermire is meeting with the Eagle Scout candidate the afternoon of 7/18/2023 to firm up details.
- c. Short Street Lot
  - Murphy contacted a realtor, who toured the lot (amended at 8/21/2023 meeting) ~~toured the lot with a realtor~~. The realtor suggested offering the property up for sale to adjoining lot owners since the lot is so irregular.
- d. Board Committee Assignments
  - Schusky volunteered for the Personnel Committee. All trustees have been assigned to at least one committee.
- e. Discussion and Possible Action- Meeting Spaces Policy re: Library Non-Endorsement for Private Rentals.

McCormick motioned and Murphy seconded to approve the revised Meeting Spaces Policy as presented.

A roll call was taken on the motion:

Cathy Kulupka – Yes  
 Jeanne Lomax – Yes  
 Lisa McCormick - Yes  
 Kathy Murphy - Yes  
 Ana Romero-Lizana - Yes  
 Mark Schusky - Yes

Ginny York – Yes

Yes- 7, No – 0, Abstained – 0, Absent – 0

Motion carried.

- f. Discussion and Possible Action Regarding Legal Representation for the MLVD
- Lomax believes local legal representation is important in case there is a need to attend a meeting or to represent the library in court. Local legal representation for court appearances is usually more cost effective for clients. Lomax has no confidence in current legal counsel. She asked local legal counsel John Hanson to speak at the meeting.
  - Romero-Lizana felt that the current attorney is sufficient and the board does not need an attorney present for meetings. She doesn't feel the library can afford the cost.
  - John Hanson of HeplerBroom LLC introduced himself and provided information about himself and the benefits of local legal representation.
  - Hanson has no specific library experience but has experience with local municipalities such as Madison County Board, Madison County Transit, and provided council to most elected officials during last election cycle. He also has experience with St. Clair County. He is the current Madison County Bar President. Hanson provided the board with his proposed fees.
  - McCormick requested a cost comparison before making a decision. Waltermire did not have the fee schedule for the current Lawyer available at the meeting.
  - McCormick requested that a policy be created to establish procedures for contacting the lawyer in order to mitigate overuse and costly communication. Waltermire said that there have not been previous issues with trustees contacting the lawyer. McCormick expressed concern that having a local lawyer may allow for overuse.
  - Schusky asked how many Illinois libraries used current legal counsel. Over 200 currently do.
  - Lomax asked what the library has recently used legal counsel for. Waltermire will provide that information at the next meeting.
  - Board will continue discussion once current lawyer's fees are made available to the board allowing for a cost analysis.
- g. Discussion and Possible Action Regarding a Grant from the Agency for Community Transit for Transportation Needs for Patrons of the MVLD.
- Lomax clarified with a transit official that the library is ineligible for the grant due to being a special taxing body. However, since the Friends of the Library is 501(c)(3) they can apply for the grant on behalf of the library.
  - Harris is awaiting a response from the Village of Fairmont City regarding a recent transit study they completed before suggesting possible grant projects.
  - Lomax has invited the Community Transit official to the next board meeting to explore possible benefits to the library.

## **New Business**

- a. Selection Date, Time, and Location for Decennial Committee Meeting.

-Two more meetings are required under the state law. It was decided that the next meeting would occur before a monthly board meeting at 5:30 PM. The first choice proposed is before the Oct 23<sup>rd</sup> board meeting, the second choice is before the Nov 20<sup>th</sup> board meeting. Final decision pending availability of public committee members.

b. Discussion and Possible Action Regarding Draft Whistleblower Policy

- Illinois statute requires a whistleblower policy. While working on the Decennial Committee Report, it was found that the library did not have the required Whistleblower Policy. Waltermire immediately took action to draft the policy. The template for the policy was provided by the HR organization for which the library is a member, which Waltermire revised with information specific to the library.

McCormick motioned and Schusky seconded to approve draft Whistleblower Policy.

A roll call was taken on the motion:

Cathy Kulupka – Yes  
Jeanne Lomax – Yes  
Lisa McCormick - Yes  
Kathy Murphy - Yes  
Ana Romero-Lizana - Yes  
Mark Schusky - Yes  
Ginny York – No

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

Motion carried.

c. Discussion and Possible Action Regarding Draft Bereavement Leave Policy

-The Library was required to update the policy due to a recently updated Illinois statute. There was a short discussion regarding the details of the update.

Kulupka motioned and Romero-Lizana seconded to approve the draft Bereavement Leave Policy.

A roll call vote was taken on the motion:

Cathy Kulupka – Yes  
Jeanne Lomax – Yes  
Lisa McCormick - Yes  
Kathy Murphy - Yes  
Ana Romero-Lizana - Yes  
Mark Schusky - Yes  
Ginny York – Yes

Yes- 7, No – 0, Abstained – 0, Absent – 0

Motion carried.

d. Adoption of Revised Freedom of Information Act Policy

McCormick motioned and Romero-Lizana seconded to approve the revised Freedom of Information Act Policy.

A roll call vote was taken on the motion:

Cathy Kulupka – Yes  
Jeanne Lomax – Yes  
Lisa McCormick - Yes  
Kathy Murphy - Yes  
Ana Romero-Lizana - Yes  
Mark Schusky - Yes  
Ginny York – Yes

Yes- 7, No – 0, Abstained – 0, Absent – 0

Motion carried.

e. Appointment of Two Trustees to Audit Secretary's Records for FY2023 Annual Report -Lomax appointed Schusky and York to audit the Secretary's records for FY2023.

f. Adoption of Tentative Budget and Appropriations Ordinance.

- The Budget and Appropriations Ordinance is mandated by the State and outlines a hypothetical funding and spending scenario. It is the best-case scenario for income and worst-case scenario for expenditures. The purpose of the ordinance is to authorize the library to spend up to the listed amounts for each type of expenditure.
- The difference between actual budget and best-case scenario for income is approximately \$600,000-\$700,000
- The difference between actual and worst-case scenario for expenditures is approximately \$600,000-\$700,000.
- An example on an expenditure exceeding budget was last year's electricity costs. Due to increase in energy costs, the power bill was unexpectedly higher than budgeted.
- The Budget and Appropriations Ordinance is a two-step process.
  1. Board votes on tentative approval
  2. The Board holds a public hearing about the tentative ordinance and then the Board votes again for final adoption. It is possible, although not the usual, for the ordinance's figures to change between tentative and final adoption.

Murphy motioned and York seconded to approve the Tentative Budget and Appropriations Ordinance.

A roll call vote was taken on the motion:

Cathy Kulupka – Yes  
Jeanne Lomax – Yes  
Lisa McCormick - Yes  
Kathy Murphy - Yes  
Ana Romero-Lizana - Yes  
Mark Schusky - Yes  
Ginny York – Yes

Yes- 7, No – 0, Abstained – 0, Absent – 0

Motion carried.

g. Selection of Date, Time, and Location for Budget and Appropriations Ordinance Public Hearing

-It is proposed that the public hearing will be held immediately before the September 18 Board meeting at 6:30 PM.

Romero-Lizana motioned and Kulupka seconded to approve the Budget and Appropriations Ordinance Public Hearing for 6:30 PM on September 18 at the Blum House, with the regular Board meeting to immediately follow.

A roll call vote was taken on the motion:

Cathy Kulupka – Yes  
Jeanne Lomax – Yes  
Lisa McCormick - Yes  
Kathy Murphy - Yes  
Ana Romero-Lizana - Yes  
Mark Schusky - Yes  
Ginny York – Yes

Yes-7, No – 0, Abstained – 0, Absent – 0

Motion carried.

h. Discussion and Possible Action Regarding Public Comment Immediately Prior to Meeting Adjournment.

- At the prior Board meeting there was a request from a member of the public to move public comments to end of meeting.
- Kulupka recommended keeping comments at beginning of meeting to allow emotions from previous meeting time to die down.
- Lomax expressed concern that if the comments are at the end of the meeting, then the public has no opportunity to comment on items up for vote until after the vote.
- Waltermire explained how both models have pros and cons.

- Schusky is willing to have public comments both at the beginning and end of the meeting.
- No action taken to move the Public Input section.

- i. Review of Serving Our Public 4.0 Chapter 9 – some discussion occurred regarding libraries in some communities – usually those without stable and/or widespread internet connectivity – retaining copies of local ordinances, budgets, and codes for the reference collection.

**Closed Session** – None.

### **Adjournment**

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

Cathy Kulupka – Yes  
Jeanne Lomax – Yes  
Lisa McCormick - Yes  
Kathy Murphy - Yes  
Ana Romero-Lizana - Yes  
Mark Schusky - Yes  
Ginny York – Yes

Yes- 7, No – 0, Abstained – 0, Absent – 0

Motion carried. The meeting adjourned at 8:23 PM.