

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

DATE: January 13, 2023 (rescheduled from January 9, 2023)

TIME: 6:30 PM

PLACE: Collinsville Library – Community Room

Call to Order

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

Roll Call

Trustees present:

Mark Schusky, President

Laura Gottschalk, Vice-President

Ana Romero-Lizana, Trustee

Marleen Suarez, Trustee

Michael Treece, Jr., Trustee

Trustees absent:

Amanda Bender, Secretary

Cathy Kulupka, Trustee

Also present:

Kyla Waltermire, Executive Director

Pledge of Allegiance

Public Input – None.

Friends of the Library - The next Friends of the Library book sale is February 17 & 18. The Friends have agreed to fund the addition of slat wall endcap displays at the Collinsville Library as well as cover the fees for sensory-friendly magic shows for both libraries during the summer.

Trustee Comment – None.

Consent Items

A motion to approve Consent Items in their entirety and to open the November 21, 2022 closed session minutes was made by Suarez and seconded by Gottschalk.

- a. Approval of Minutes – November 21, 2022 public hearing, regular meeting, and closed

session minutes reviewed; no discussion or modifications.

b. Administrative Reports

Executive Director:

- Waltermire asked for feedback on how much COVID-related reporting the Board wished to receive moving forward. Currently trustees receive an email whenever a staff member is identified as COVID-positive and a monthly update in the Executive Director's written meeting reports. There is also a placeholder for COVID-19 related actions on each regular meeting's agenda. It was decided by consensus to continue providing the same information in the same manners.

Assistant Director:

- Waltermire gave the report on behalf of Katie Heaton.
- Heaton was named the recipient of this year's Hoyleton Youth & Family Services' "Empowerment Champion" award. She will be given the award at a ceremony on February 24.
- Heaton announced her retirement date of May 5, 2023. More information about farewell events is forthcoming. Waltermire and Heaton are working on arrangements for the transition.

c. Finances – Finances reviewed; no discussion.

d. Committee Reports

i. Finance – None.

ii. Personnel – None.

iii. Fundraiser – None.

A roll call vote was taken on the motion:

Laura Gottschalk- Yes
Mark Schusky- Yes
Ana Romero-Lizana - Yes
Marleen Suarez- Yes
Michael Treece, Jr. - Yes

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

Motion carried.

Unfinished Business

- a. COVID-19 Related Actions – No update.
- b. Tabled until March 2023: Repairs & Updates to the Blum House - Collinsville Library Foundation – No update.

- c. Annual Evaluation of Executive Director – Waltermire received an email from Personnel Committee chair Amanda Bender that included the compiled trustee feedback and a written summary of MVLD employees’ feedback. Since Bender was not present to review the evaluation with the full board, it was decided that Waltermire will share the email with all trustees and it can be discussed in full at the next meeting.
- d. Eagle Scout Project – Memorial Bricks by Historical Museum - No update.
- e. Short Street Lot – No update.
- f. Holidays Policy Revision – A draft policy in alignment with what was discussed at the November 2022 meeting was presented.

Treece, Jr. moved and Gottschalk seconded to approve the policy as presented.

A roll call vote was taken on the motion:

Laura Gottschalk- Yes
Mark Schusky- Yes
Ana Romero-Lizana - Yes
Marleen Suarez- Yes
Michael Treece, Jr. - Yes

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

Motion carried.

New Business

- a. Transfer of Donation from Gift Fund to Reserve Fund

Waltermire shared that the library received a \$1,000 donation for capital needs. Currently the donation is in the Gift Fund. She recommended transferring the donation to the Reserve Fund since the donation wasn’t for a specific capital need and there are some large-ticket needs on the horizon that would be funded by the Reserve Fund. Trustees agreed by consensus with Waltermire’s recommendation. Waltermire will set up the fund transfer.

- b. FY2022 Audit

The FY2022 audit, completed by C.J. Schlosser & Co., was presented. There was no discussion.

Romero-Lizana moved and Gottschalk seconded to approve the audit as presented.

A roll call vote was taken on the motion:

Laura Gottschalk- Yes
Mark Schusky- Yes

Ana Romero-Lizana - Yes
Marleen Suarez- Yes
Michael Treece, Jr. - Yes

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

Motion carried.

c. Local Government Efficiency Act

Waltermire presented information about the Illinois Local Government Efficiency Act passed in 2022. After brief discussion, it was decided that Waltermire and Heaton would recommend the names of individuals to fill the “members of the public” committee seats.

d. Resolution 23-02: Authorizing Membership in the Libraries of Illinois Risk Agency

Suarez moved and Romero-Lizana seconded to approve the resolution as presented.

A roll call vote was taken on the motion:

Laura Gottschalk- Yes
Mark Schusky- Yes
Ana Romero-Lizana - Yes
Marleen Suarez- Yes
Michael Treece, Jr. - Yes

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

Motion carried.

e. Policies and Bylaws Clerical Revision – References to Center Managers Replaced by Assistant Director

Gottschalk moved and Suarez seconded to update the policies and bylaws by replacing references to “Center Managers” with “Assistant Director.”

A roll call vote was taken on the motion:

Laura Gottschalk- Yes
Mark Schusky- Yes
Ana Romero-Lizana - Yes
Marleen Suarez- Yes
Michael Treece, Jr. - Yes

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

Motion carried.

- f. Review of Serving Our Public 4.0 Introduction through Chapter 2 – No discussion.

Closed Session – None.

Adjournment

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

A roll call vote was taken on the motion:

Laura Gottschalk- Yes
Mark Schusky- Yes
Ana Romero-Lizana - Yes
Marleen Suarez- Yes
Michael Treece, Jr. - Yes

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

Motion carried. The meeting adjourned 7:11 PM.