

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

DATE: June 12, 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  
Cathy Kulupka, Treasurer  
Lisa McCormick, Secretary  
Kathy Murphy, Trustee  
Ana Romero-Lizana, Trustee

Trustees absent:

Mark Schusky, Trustee

Also present:

Kyla Waltermire, Executive Director  
Matt Harris, Assistant Director

**Pledge of Allegiance**

**Public Input**

Dorothy Joyce requested the Board consider moving public input to later in the meeting instead of the beginning.

**Friends of the Library Updates**

No update

**Trustee Comments**

Kulupka had a question from a patron, wanting to know if policy permits asking for a donation to cover room costs when renting a room. Waltermire responded that under MVLDP policy, collecting money is not allowed.

Romero-Lizana reported that the annual Holy Rosary parish picnic was a great success. She thanked the library for helping with the event. She suggested that in the future maybe the library could have a booth at the event for children and provide children's activities. Murphy suggested a balloon man that her preschool used to create balloon figures for the children. Typically, the event occurs the first weekend in June.

### **Consent Items**

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

- a. Approval of Minutes – May 15, 2023 regular meeting minutes reviewed; no discussion or modifications.
- b. Administrative Reports  
Executive Director:
  - Waltermire read a thank you note from Katie Heaton, thanking the board for the donation to the local Sierra Club in her honor.
  - Cataloger position, recently vacated by retiring employee, was filled internally by Joanna Beauchamp.
  - Summer reading program has kicked off. Frisbee golf held at the Fairmont City branch and putt-putt held at the Collinsville branch were a success. The putt-putt course received good feedback.
  - Linda Dust, a professional storyteller, will be in Collinsville and Fairmont City on Saturday, June 17 at 1:00 and 3:00 respectively.
  - The State's budget includes \$5 million for the Secretary of State and the IL State Library to negotiate online resources for all IL residents. Illinois was one of a few states that didn't previously have this arrangement in place.
  - July 1-9 Waltermire and Harris will be out of the office, branch circulation supervisors will be in charge.
  - McCormick asked Waltermire when she expected the GIS MVLD layer to go live with the City of Collinsville, Waltermire did not have a date, it is still in work. Lomax said that she worked with Madison County to get the MVLD layer added to their GIS.

Assistant Director:

- Harris got accepted to the College of DuPage's Library Technical Assistant program and will be starting classes in the fall.
- c. Finances – Finances reviewed
    - Lomax asked why the almost double drop in liability insurance expenditure from last year to this year. Waltermire explained that she changed to an insurer that caters to libraries which eliminated high liability municipalities from the insurance pool. Lomax praised Waltermire.
    - [Secretary's Note: At this time, the meeting was Zoom bombed with inappropriate images. Waltermire had to remove everyone from the Zoom call and close down Zoom access for the remainder of the meeting. Zoom continued to be used to record the remainder of the meeting.]

d. Committee Reports

-The Decennial Committee met June 8, 2023, nothing to report at this time.

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 - Absent  
Ginny York - Yes

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

Motion carried.

**Unfinished Business**

- a. Repairs & Updates to the Blum House (Collinsville Library Foundation) – Waltermire reached out, no response
- b. Eagle Scout Project – Memorial Bricks by Historical Museum – Waltermire reached out, no update.
- d. Short Street Lot
  - Previously, Waltermire asked the board to reach out to realtors. At this time, no one has contacted her. Lomax and Murphy said that they have been in contact with realtors and will follow up with them.
  - Murphy inquired if the board had thought of giving the property away. Waltermire responded that the property had been offered to the school district and City of Collinsville but neither were interested.

**New Business**

- a. Board Committee Assignments

Finance Committee:

Kulupka  
McCormick

Personnel Committee:

Romero-Lizana  
York

Fundraiser Committee:

Murphy  
York

Per the bylaws, the President is an ex-officio member of all committees.

Board Committee assignments will be revisited when Schusky is present to allow him to choose a committee.

- b. Ordinance 23-04: Adoption of Regular Meeting Dates, Times, and Locations for Fiscal Year 2023-2024

Romero-Lizana moved and Kulupka seconded to approve ordinance.

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 - Absent  
Ginny York – Yes

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

Motion carried.

- c. FY2023 Nonresident Fee Adoption

1. Waltermire explained the non-resident account fee calculation. The fee will be \$81.00/household for FY2024.

McCormick moved and York seconded to approve the adoption of the non-resident fee as presented.

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 - Absent  
Ginny York – Yes

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

Motion carried.

2. Waltermire explained the Cards for Kids Act and library accounts for disabled non-resident vets.

Kulupka moved and Romero-Lizana seconded to approve the adoption of free non-resident accounts for all non-resident youth under the age of 18 and to adopt free non-resident card for disabled non-resident vets in accordance with state laws.

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 - Absent  
Ginny York – Yes

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

Motion carried.

- d. Adoption of the FY 2024 Budget

McCormick had a question regarding the line item for a van. Waltermire explained the current van is 22 years old and the library has had the van for more than 18 years. The van is in need of constant repair and is very costly to maintain. The library has the opportunity to purchase, via auction, a former IHLS delivery van. The auction will end on June 13. The new van is a cargo van and can potentially be used as a mobile library.

McCormick moved and Romero-Lizana seconded to approve the adoption of the FY2024 Budget.

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 - Absent  
Ginny York – Yes

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

Motion carried.

- e. FY2024 Financial Ordinances Calendar – Waltermire provided board with FY2024 ordinance calendar.
- f. Draft Volunteer and Community Service Policy – Waltermire explained the purpose of the new policy.

Kulupka moved and McCormick seconded to approve the adoption of the Draft Volunteer and Community Service 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 - Absent  
Ginny York – Yes

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

Motion carried.

- g. Discussion and Possible Action – Meeting Spaces Policy re: Library Non-Endorsement for Private Rentals

McCormick read the current policy that states the library does not endorse private events. She requested that, in order to make it clear to the public and less subjective to enforce, a modification to the policy be made to include advertisements or announcements must have verbiage that makes it clear the event is not endorsed by the library. Waltermire volunteered to draft language to modify the policy and present it at the next meeting.

- h. Discussion and Possible Action Regarding Legal Representation for the MVLD.

Lomax suggested that the current legal representation has experience in library issues and requested that the board consider acquiring additional local legal representation for issues that require local representation outside the auspices of our current legal representation.

Questions arose regarding when the board would need such representation. Selecting additional legal representation would not affect the budget since the lawyers are not on retainer and are only billed when needed. Lomax volunteered to write a list of legal needs for the additional legal representative and present it at the next meeting for better understanding and further discussion.

- i. Discussion and Possible Action Regarding a Grant from the Agency for Community Transit for Transportation Needs for Patrons of the MVLD.

Lomax contacted a representative from the Agency for Community Transit (ACT). They provided her with free summer youth bus passes for the library staff to distribute and discussed the opportunity for the MVLD to apply for a grant. The ACT is considering adding a bus stop at the Fairmont City Library.

Romero-Lizana expressed concern as to whether the new bus stop would get enough use. She explained that Metro East did a study last year with the Village of Fairmont City and found only one person used the Metro East bus so they stopped bus service and provided that individual with a taxi because it was a cheaper alternative.

Waltermire said that she believes this would benefit the community but had questions on if MVLD is eligible for the grant. Lomax volunteered to bring a representative from the ACT to discuss the details of the grant.

- j. Review of Serving Our Public 4.0 Chapter 7 and 8 – No discussion.

**Closed Session** – None.

### **Adjournment**

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

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

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

Motion carried. The meeting adjourned at 7:54 PM.