

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

DATE: November 18, 2024

TIME: 6:30 PM

PLACE: Collinsville Memorial Library, 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
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

The following members of the public spoke:

- Ian Ashcraft
- Michael Treece
- Jacob Shipton
- Blake Bamper
- Sharon Aufenreath
- Stacey Hartle
- Chad Lomax
- Liz Willnow, on behalf of Cindy Klein-Webb
- Sam Camero
- Mike Aden

- Lee Wathan
- Rachel Fleming
- Scott Biggers
- Jeanne Nicolussi
- Shannon Lawton-O'Boyle
- Victoria Lehares
- DeeAnna Beckham, CUSD Parents 4 Change and Suarez Law Firm

Friends of the Library

- The next book sale is scheduled for December 6-7, 2024.

Trustee Comment

- Kulupka spoke about Christian Story Hour (from 2023), Drag Queen Storytime (from 2022), and stated the Board should be nonpartisan.
- Romero-Lizana gave kudos to Library staff for the Fairmont City Trunk-or-Treat.
- Lomax expressed disappointment in the tone of the meetings.

Consent Items

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

- Approval of Minutes –Regular Board Meeting of October 21, 2024; Personnel Committee Meeting of November 1, 2024; and Fundraising Committee Meeting of November 7, 2024.
 - Personnel Committee minutes to be amended to reflect that Waltermire would send out the evaluation forms.
- Communications - Received two.
- Administrative Reports

Executive Director:

- Waltermire shared that the replacement of the Collinsville Library's front walkways would take place the week of Thanksgiving.

Assistant Director:

- Harris reported on how the Trunk-or-Treat and Hispanic Cultural Celebration events went.

- Finances – Some discussion occurred.
- Committee Reports – Addressed under other agenda items.

A roll call vote was taken on the motion to approve consent items, with the November 1, 2024 Personnel Committee minutes amended as discussed.

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

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

Motion carried.

Unfinished Business

a. Discussion and Possible Action about Addressing Collinsville Memorial Library’s Capital Projects Needs

a. Elevator Repairs

There was extensive conversation about the elevator and what steps to take next. A Request for Proposals (RFP) needs to be drafted. Waltermire recommended hiring an architect to assist with this process since she has not worked on an RFP before. At the October Board meeting, information about two architectural firms was presented but not discussed. Waltermire suggested contracting with Randy Mitchell Architectural Design at a rate of \$80.00/hr up to \$5,000.

Romero-Lizana motioned and Kulupka seconded to contract with Randy Mitchell Architectural Design at a rate of \$80.00/hr up to \$5,000. A roll call vote was taken on the motion.

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

Yes- 3, No – 3, Abstained – 0, Absent – 0

Motion did not carry.

Upon further discussion, Waltermire was instructed to contact MEI and Schindler Elevator to get more information and pricing about the work needed.

b. Roofing Repairs

Three roof repair proposals were submitted: Five-Star Roofing, Allen Roofing, and Lakeside Roofing. Waltermire and the MVL D’s maintenance technician both recommend Lakeside Roofing’s proposal for addressing the actual needs for the flat and pitched roofs without unnecessary or missing work. The proposal, which includes extensive repairs to the cupola and spot repairs to the flat roof, is \$24,980.00.

Kulupka moved and York seconded to approve the Lakeside Roofing proposal in the amount of \$24,980.00. A roll call vote was taken on the motion.

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

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

Motion carried.

- c. Opportunities to Support the MVL D
Waltermire shared two fundraising opportunities. STL Sheds is offering to donate 5% of each shed sale through December 31, 2024 to the MVL D. Additionally, the Collinsville Memorial Library has a Charity Clothing Pickup box located next to the City’s parking lot. The MVL D will receive payment on a quarterly schedule, based on how much clothing is collected.

New Business

- a. Acceptance of Trustee Resignation and Next Steps for Filling Vacancy
Lisa McCormick submitted her resignation effective November 4, 2024.

Schusky moved and Kulupka seconded to accept the resignation of Lisa McCormick. A roll call vote was taken on the motion.

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

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

Motion carried.

Under state law, the Board has 90 days to fill the vacancy. A sample vacancy notice was provided in the packet and agreed to by consensus. The Board also decided by consensus to close the application period on January 14, 2025, with applications to be reviewed at the January 21 regular meeting.

b. Election of Board Secretary to Fill Vacancy

The Board Secretary position needs to be filled since McCormick's resignation leaves that office vacant.

Lomax moved and Romero-Lizana seconded to appoint Kathy Murphy as the Board Secretary. A roll call vote was taken on the motion.

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

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

Motion carried.

c. Adoption of Ordinance 25-03 FY2025 Tax Levy

The tax levy was presented as previously recommended by the Finance Committee and in alignment with October's approved Resolution to Determine Estimate of Funds Needed.

Kulupka stated that the levy should be revisited in light of public comment supporting a higher tax levy to support the MVLD's capital needs.

Romero-Lizana moved and York seconded to approve Ordinance 25-03 as presented. A roll call vote was taken on the motion.

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

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

Motion carried.

- d. Executive Director Annual Evaluation Process – Feedback Due Date
It was decided by consensus that trustees should complete their evaluation forms by January 7, 2025.
- e. Review of Serving Our Public 4.0, Appendices
There was some discussion.

Closed Session – None.

Adjournment

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

A voice vote was taken on the motion.

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

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

Motion carried. The meeting adjourned at 8:50 PM.