

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

DATE: March 18, 2024

TIME: 6:30 PM

PLACE: Fairmont City Library, Fairmont City, 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
Mark Schusky, Trustee

Trustees absent:

Ana Romero-Lizana, Trustee

Also present:

Kyla Waltermire, Executive Director
Matt Harris, Assistant Director

Pledge of Allegiance

Public Input

The following public spoke at the meeting:

- Michael Treece, Jr.
- Traci Vanek
- Rachel Fleming
- Cindy Klein-Webb
- Ian Ashcraft
- Elizabeth Willnow
- DeeAnna Beckham
- Zoey Missey Wodarczyk

Friends of the Library

- Book sale on March 8-9 raised approximately \$1800. Additional capital needs donations raised ~\$200 at event and another ~\$500 through social media.

Trustee Comment

- York thanked Waltermire, McCormick, and Lomax for leading the effort to move MVLD savings accounts to Illinois Funds money market accounts.
- Kulupka believes York has a conflict of interest regarding closed session recordings and asked for her resignation.

Consent Items

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

- a. Approval of Minutes –Regular Board Meeting of Feb. 12, 2024
- b. Communications
- c. Administrative Reports

Executive Director:

- Collinsville doors are an ongoing problem. Since March 5 the staff has been contacted four times by the alarm monitoring system indicating the door was opened after being locked. No one was reported entering the library. Waltermire is looking into possible remedies.
- Waltermire has almost completed the Illinois Funds money market funds transfer.
- A statement of economic interest form is required to be filed yearly by trustees and administrative staff. Trustees will be receiving a link via e-mail to complete the form.
- Waltermire has received four annual sexual harassment training certificates of completion. Due to issues with some trustees not receiving the link for training, Waltermire can extend the due date if needed. Trustees should let Waltermire know if they are still having issues with the training link.
- Both libraries will have shortened hours on April 19 due to staff attendance at Reaching Forward South, a frontline library staff conference, on that date.
- An MVLD staff member is running for a public library representative seat with the Illinois Heartland Library System's Board of Directors.
- Waltermire received an updated quote for replacing Fairmont City's HVAC rooftop unit (RTU). The new quote is around \$13,000. She will work on getting additional quotes.

Assistant Director:

- Harris reported that there will be ~12,000 eggs this year for the Easter egg hunts, which is ~3,000 more than last year.
 - The Easter parade in Fairmont City will start at 11:30 and the egg hunts will begin ~12:00 on March 23.
 - Harris and Waltermire met with a representative from Telemundo, an international Spanish language television station. They have a channel in St. Louis now and are following Fairmont City's activities.
- d. Finances – some discussion occurred.
 - e. Committee Reports - None

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
Mark Schusky - Yes
Ginny York - Yes

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

Motion carried.

Unfinished Business

- a. Revisions to Employee Discipline and Separation Policies.
 - A paragraph was added to the draft policies letting employees know they have the right to file a grievance.
 - Lomax enquired as to why the removal of suspended employees getting back pay, if after an investigation, they are found not guilty. Discussion occurred regarding the removal from the draft policy.

York motioned and McCormick seconded to approve the draft Employee Discipline and Separation Policies with the addition of the wording allowing suspended employees to get back pay if found not guilty after an investigation.

A roll call was taken on the motion:

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

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

Motion carried.

New Business

- a. Resolution 24-02 to Authorize Property Tax Abatement for BHMG Engineers Eastport Plaza Center Development.
 - Discussion occurred regarding the resolution. The board had many questions regarding the abatement and how it works and when a decision is required. It was decided to table the resolution until the board has a better understanding. The board will try and get someone to the next board meeting to address their questions.
- b. Request from Trustee Kulupka to Discuss and Possibly Modify Who Receives Emails Sent to board[at]mvld.org.

- The current process has the emails going to Lomax (as President), who forwards them to Waltermire. Waltermire then sends the emails to all board members.
- Kulupka was concerned that she was not receiving emails as they were received and would like to have all board members receive the emails from the pass-through board[at]mvld.org account. After discussion, it was decided that Kulupka and Schusky will be added to the board[at]mvld.org account while McCormick, York, and Murphy will continue receiving e-mails from Waltermire. Waltermire will forward emails to the trustees as she receives them instead of waiting to bundle them together for the monthly board meeting.
- c. Review of Closed Session Minutes – none to review.
- d. Review of Serving Our Public 4.0 Chapters 5.
 - Discussion occurred regarding maintenance plans.

Closed Session – None.

Action for Items Discussed in Closed Session – None.

Adjournment

A motion was made by Kulupka and seconded by Murphy to adjourn.

A voice vote was taken on the motion.

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

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

Motion carried. The meeting adjourned at 7:47 PM.