

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

DATE: February 12, 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
Lisa McCormick, Secretary
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 public spoke at the meeting:

- Rachel Fleming
- Dorothy Joyce
- Marianne Bowers
- Cindy Klein-Webb
- Cindy Young
- Ian Ashcraft

Friends of the Library

- Book Sale: March 8, 9:00 AM -5:00 PM and March 9, 9:00 AM - 4:00 PM. They will be accepting additional donations for MVLD capital needs.

Trustee Comment

Cathy Kulupka inquired about who on the board receives e-mails. E-mails are sent to the President, who then forwards them to Kyla Waltermire for inclusion in meeting packets.

Consent Items

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

- a. Approval of Minutes – Decennial Committee Meeting Jan. 8, 2024; Regular Board Meeting of Jan. 8, 2024; Finance Committee Meeting Feb. 1, 2024. No revisions.
- b. Communications:
 - 2 emails were received by the board.
- c. Administrative Reports
 - Executive Director:
 - Annual sexual harassment training is required by the board.
 - Example PNG Grant activities
 1. Radio-controlled paper airplanes / fluid dynamics
 2. Engineering drones
 - Assistant Director:
 - Harris attended a webinar with United Congregations of the Metro East. York asked if any church can join the group and Harris believed it was possible.
 - Romero-Lizana asked if the new clerk, Angel Fabian, is going to working at the Fairmont City branch. Waltermire replied that eventually he will and that he started his training with the MVLDD earlier that day.
- d. Finances – Finances reviewed
 - Brian Brown bill is for mowing and snow/ice removal services
 - Otis Elevator bill is a yearly expense that covers inspection
 - Who Does Your Concrete put in the concrete pad for the bicycle rack in front of the library as part of the ACT Community Action Grant.
- e. Committee Reports
 - Finance Committee recommendation is addressed in New Business
 - Decennial Committee meeting occurred on Jan 8, 2024. The report has been completed and submitted to both Madison and St. Clair Counties.

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. Possible Bylaws Revisions Regarding Public Comment

- Discussion occurred regarding the limiting of total public input to 30 minutes and the wording of expected public conduct.

Murphy motioned and York seconded to approve the bylaw revision regarding public comments as presented.

A roll call was taken on the motion:

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

Yes- 4, No – 3, Abstained – 0, Absent – 0
Motion carried.

New Business

- a. Request from Trustee York to Retain Closed Session Recording for July 19, 2021
- Discussion occurred regarding the request.

York motioned and Murphy seconded to approve the request to retain the closed session recording for July 19, 2021.

A roll call was taken on the motion:

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

Yes- 4, No – 3, Abstained – 0, Absent – 0
Motion carried.

- b. Dissolution of Decennial Committee

Romero-Lizana motioned and Kulupka seconded to dissolve the Decennial Committee.

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.

- c. Finance Committee Proposal to Move MVLD Savings Accounts to Illinois Funds Money Market.

- Waltermire explained that the Finance Committee recommends to move the funds from current financial institution to the Illinois Funds, which is a special government-only money market account, due to their average of over 5% interest for the months of Dec. – Jan., higher than other institutions.

Romero-Lizana motioned and York seconded to move MVLD savings accounts to Illinois Funds.

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.

- d. Revisions to Employee Internet, Email, and Telephone Use Policy

- Primary change was to add “Use of Devices While Driving” section to the policy.

McCormick motioned and Murphy seconded to approve the revisions to the Employee Internet, Email, and Telephone Use 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.

e. Revisions to Vacation and Personal Leave/Paid Leave for All Workers Policies.

- Changes were made to align MVLD policy with Illinois State requirements, specifically the Paid Leave for All Workers Act. Board agreed to frontload employee Personal Leave vs. calculating accrued Personal Leave due to complications with payroll software.

Kulupka motioned and McCormick seconded to approve the revisions to the Vacation and Personal Leave/Paid Leave for All Workers Policies.

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. Revisions to Victims’ Economic Safety and Security Act (VESSA) Policy

- Changes were made to align MVLD policy with new Illinois State requirements.

McCormick motioned and York seconded to approve the revisions to the Victims’ Economic Safety and Security Act (VESSA) 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 – Yes

Yes- 7, No – 0, Abstained – 0, Absent – 0
Motion carried.

g. Revisions to Employee Discipline and Separations Policies

- Changes were made to provide a clear and structured policy for library staff to reference.

- Discussion occurred regarding “At Will” employees. This policy provides structure and a process for staff.

- Discussion occurred regarding the ability for the Executive Director to fire an employee immediately for cause. The board decided to table the vote until a reference to the MVLG Grievance Policy is added to this update.

h. Review of Serving Our Public 4.0 Chapters 3 and 4.

- Discussion occurred regarding the yearly analysis of employee pay and evaluations.

Closed Session – None.

Adjournment

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

A voice 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. The meeting adjourned at 8:00 PM.