

# **Minutes of the Mississippi Valley Library District Board of Trustees Regular Meeting**

DATE: March 17, 2025

TIME: 6:30 PM

PLACE: Collinsville Memorial Library, Collinsville, IL.

## **1. 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

Kathy Murphy, Secretary

Cathy Kulupka, Treasurer

Mark Schusky, Trustee

Ana Romero-Lizana, Trustee

Uta Robison, Trustee

Trustees absent: none

Also present: Kyla Waltermire, Executive Director,

Matt Harris, Assistant Director

## **2. Pledge of Allegiance**

## **3. Public Input**

The following members of the public spoke:

Dorothy Joyce, Jonathan Sumner, Cindy Young, Shannon Lawton-O'Boyle, Scott Biggers, Mary Felty, Mary Drumm

## **4. Friends Update**

The Friends have a Book Sale on May 2, 9-5 and May 3, 9 -4, at Collinsville Library. There will be a donation box available as well.

## **5. Trustee Comments:**

Kulupka - one of her students is working at the library as part of a coop program. It is going very well.

## **6. Consent Items: Motion to accept Consent Items:**

Moved by York, seconded by Romero-Lizana.

### **a. Approval of Minutes**

i. Special Board Meeting - February 12, 2025 - Open Session

ii. Special Board Meeting - February 12, 2025 - Closed Session

Discussion whether to make this Closed Session Minutes available to the public.

Murphy - Are all Closed Session Minutes made public? Robison - Closed Sessions often include discussion about employees. Schusky - Each Closed Session Minutes will be decided separately, whether to make public or not.

### **Motion to Amend Motion to accept Consent Items and to rewrite Closed Session Minutes with more description.**

Moved by Schusky, seconded by Kulupka.

### **Roll Call vote:**

Jeanne Lomax - Yes

Ginny York - Yes

Kathy Murphy - Yes

Cathy Kulupka -Yes

Mark Schusky - Yes

Ana Romero-Lizana - Yes

Uta Robison - Yes

Yes 7, No 0, Abstain: 0. Motion passed.

iii. Regular Board Meeting - February 18, 2025

### **Motion to Amend Motion to accept Consent Items and rewrite Regular Board Meeting Minutes to Include 2 items (listed below) in Minutes**

1. Lomax found “very little” on display for President’s Day.

2. Kulupka "was approached by a patron" who was surprised to not find a Black History Month display. A staff of the library directed her to the two end caps for display.

Moved by Schusky, seconded by York.

**Roll Call Vote:**

Jeanne Lomax - Yes

Ginny York - Yes

Kathy Murphy - Yes

Cathy Kulupka -Yes

Mark Schusky - Yes

Ana Romero-Lizana - Yes

Uta Robison - Yes

Yes 7, No 0, Abstain: 0. Motion passed.

iiii. Fundraising Committee Meeting - March 6, 2025

b. Communications - 1 received

c. Administration Reports -

Schusky is glad to see doors are functioning well since being repaired.

Kulupka likes the Weekly Recaps Waltermire is putting out now. Also, asked about how many signed up for The Great Puzzle Race fundraiser. Murphy said she saw 9 teams had signed up, so far.

York asked about the virtual ILA Immigration Enforcement Webinar Harris attended - Harris said Policies of what municipalities are to doing - Waltermire said - it's a refresher on how Library staff handle the legalities if approached,

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Harris gave update on Fairmont City Library's Drive-Thru Easter egg hunt. Latino Round Table voted to change the format to Drive Thru. They are looking for more vendors. Some of the vendors are: Busey Bank, etc. Date set for: Saturday April 12, starting at 11:30.

d. Finances

Gift Donations - were applied toward part of down payment on Elevator.

Robison suggested a perspective on Budget vs Actual - since we are 2/3 through the year. So look at 66% received and spent - as such - we are right on target.

Lomax - liability - Profit and Loss - Income - doing better this year than last.

e. Committee Reports

i. Finance - none

ii. Personnel - none

iii. Fundraiser - several ideas\* in the works, no dates yet.

Culver's - earned over \$500, good participation.

Puzzle Race coming up Saturday, March, 22.

Extra Year Book sale.

Trivia night coming up.

\* Silent Auction at the Blum House in conjunction with Tunes at the Blum.

\* Renting tables to the community in conjunction with the City-wide Yard Sale.

Kulupka mentioned - the National Honor Society students are always looking for service hours so they could be asked to help out.

**Roll call Vote** to accept consent items:

Kulupka - yes

Lomax - yes

Murphy - yes

Robison - yes

Romero- Lizana - yes

Schusky - yes

York - yes

Yes 7, No: 0, Abstain - 0. Motion passed.

**7. Unfinished Business**

a. Elevator Repairs Update. Waltermire: Moving ahead. Parts are in production.

b. Executive Director Annual Evaluation Process- Romero-Lizana does not have it ready yet.

Discussion over with the election coming up some Board members may not be here after April meeting. Deadlines have come and gone.

c. Discussion and Possible Action on Legal Counsel -

Waltermire has approached Ancel Glink and 2 other firms who specialize in Library Law. She is requesting Ancel Glink. She has used some of their resources.

Lomax had requested from Waltermire and received 2 years worth of times when we have used legal counsel, and for what we have used/needed them. Included are such items as: FOIA requests and reports, review of policy, Executive Director employment, Assistance with RFP, and Unionization.

Lomax prefers a local legal firm. Would prefer Guin Mundorf. There are times she would have liked to have a lawyer present at a Board meeting to answer questions.

Waltermire prefers the Board go with Ancel Glink, based in Chicago, with their library experience. She is the point person of contact for the Board.

Schusky prefers local, they pay property taxes here. But, financially Ancel Glink may be cheaper across the board and having library experience. And our Director prefers Ancel Glink. During his term on this Board over the years, he cannot remember needing a lawyer to attend, maybe once via Zoom.

Waltermire says Ancel Glink would attend a Board meeting through Zoom or come on site. Our Insurance also uses Ancel Glink. Bloomington is their closest office.

Robison sees 2 points. Having local legal counsel, but sees the point of library experience.

Romero-Lizana concerned about costs.

Kulupka said we should keep the Legal Counsel we already have.

Murphy said according to the Board Policy Manual, the lawyer is for the Board as the governing body of the library. Waltermire is currently the Board's point of contact for the lawyer.

Robison stated we are currently working with Guin Mundorf regarding the Unionization, so Waltermire can see how that goes. And later decide if to use them. In the interim go with the Chicago Firm.

### **Motion to accept Ancel Glink as our General Counsel:**

Schusky motioned, Robison seconded.

Roll Call Vote:

Kulupka - no

Lomax - yes

Murphy - yes

Robison - yes

Romero- Lizana - yes

Schusky - yes

York - no

Yes 5, No: 2, Abstain - 0. Motion passed

## **8. New Business**

a. Robison appointed to the Finance Committee. Term is until the May meeting.

b. Discussion and Possible Action on Revisions of Whistleblower Policy

Kulupka looked up policies and saw that any member of the Board could be the whistleblower, so she would like the whole Board to be the Whistleblower.

Waltermire talked to our current Legal Counsel at Heyl-Royster, Phil Lenzini. He didn't recommend that option. She inquired what other Boards and Libraries have done. One option was to roll it into our Anti-Harassment and Non-Discrimination Policy.

Current policy has been in effect since around July 2023, when it was a new area at that time.

Lomax suggested not necessarily appropriate for Executive Director be the Whistleblower Auditor.

Robison mentioned 'Chain of Command'. Suggested 2 people on the Board be designated, not just one.

Lomax - to whom does someone submit a form, needs to be clarified.

Waltermire stated why others have chosen to include it in the Anti-Harassment and Non-Discrimination Policy where there is already a hierarchy of how to submit claims and to whom.

There was consensus to merge Whistleblower Policy into the Anti-Harassment policy.

c. Discussion on possible Action Regarding Staff Unionization/Collective Bargaining Responsibilities.

Waltermire - since this is new to the library, do not have precedent how to handle responsibilities. What is she allowed to do representing the Board, In tandem with the Board, and what will be solely the Board's responsibility. She spoke with several others in Collinsville as to how they handle it. Collective bargaining, for example, the Board would be part of that. Especially the Personnel Committee.

York doesn't understand why it is needed, how it came about. Who will be a part of it?

Waltermire - all staff have applied to be in the Union. Except Waltermire and Harris. Why, the staff have become very concerned about their staff positions and want to insure job protections, through collective bargaining process.

Schusky - Waltermire mentioned professional and non-professional Bargaining units.

Waltermire - Some positions that are supervisory or managerial are not eligible. These are being disputed. So, there is a question, as she understand it, whether to have two bargaining units or one.

York - you have policies in place, why are they all of a sudden concerned. Will it cost the library?

Waltermire - yes, in attorney fees. They are not looking for extra or new benefits, as far as she knows, at this time. We really don't know. Estimated to take a couple of weeks for the staff to vote on the ballot.

Murphy - the library is paying for the staff to become unionized? What are the advantages for the staff?

Waltermire - we are paying for the legal fees required to respond to this process. 22 people are involved. Several other local libraries have become unionized. The Board will be kept in the loop on all matters.

Schusky - the CBA (Collective Bargaining Agreement) process would involve the whole Board when the time comes.

Robison - Board sets policy, the staff does the work. The more staff the more work for the Board. So, one Unit would be preferred.

Schusky - benefits of Collective Bargaining and hopefully, perhaps, being a part of a collective to make the organization better.

Waltermire - she understands, then, that she will handle the day-to-day, but keep the Board informed weekly unless needed sooner.

#### d. FY2025 Budget Revisions

Waltermire - the Elevator has necessitated some of these revisions. She pointed out some line item adjustments to be able to track the elevator expense. End-of-year transfer to Reserve will be removed as it is already being applied to the active repairs.

**Motion to Accept Revisions to the FY 2025 Budget:** Motion by Kulupka, Seconded by Robison.

#### **Roll Call Vote:**

Kulupka - yes

Lomax - yes

Murphy - yes

Robison - yes

Romero- Lizana - yes

Schusky - yes

York - yes

Yes 7, No: 0, Abstain - 0. Motion passed.

e. Busey License Agreement - Discussion about Renewal

Waltermire - The current contract comes to an end soon, November 9, 2025. We have them in our building for 10 years with 2 - 5 years contracts. They want to continue in that space. What would be like to negotiate for their fees? Average cost per square foot is what is in the current agreement. Need to start looking in that.

Schusky thinks it is a good use of space for the Community and for the Board. A Bank is never going to bounce a check.

f. Collinsville Historical Museum - Discussion about Renewal

Waltermire - renewal is June 2025, reached out to the Museum staff. If we do nothing it automatically renews for 20 years and the Museum has to start paying us \$100/month. Previously they have paid \$1.00/year. He will discuss with his Board. Negotiating final terms to come. The Library doesn't own the building but we do own the land. Historical Museum owns the building.

g. Review of Serving Our Public 4.0, Chapter 5 - Building Infrastructure and Maintenance

Waltermire is working on a more comprehensive maintenance schedule and checklist. We have some items already on a regular schedule. HVAC was slow to come for the maintenance contract. Not pleased with their performance at this time.

Lomax talked to another Board President about the elevator issue and suggests the Library Board start a Building and Grounds Committee. This will be added to the April Board agenda.

Lomax asked about a Capital Asset Plan, would be a good idea. Waltermire has a spreadsheet to track projects but nothing formal in place.

**9. No Closed Session**

**10. Motion to Adjourn:** Motion by Schusky, seconded by Romero-Lizana

**Voice Vote:**

Yes, 7, No -0, Abstain 0. Motion passed, **Adjournment at 8:45pm.**



