

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

DATE: April 15, 2025

TIME: 6:30 PM

PLACE: Fairmont City Library, Fairmont City, 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 and

Matt Harris, Assistant Director

2. Pledge of Allegiance

3. Public Input

The following members of the public spoke: none

4. Friends Update

The Friends of the Library 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:

Romero-Lizana - the Drive-Thru Easter egg was a big success.

Robison - commends library on Community involvement

- Tax preparation available - many, many took advantage of this.
- Valentines to Seniors Card Drive -Thank you letter from Senator Erica Harris

- City Code books available at library now
- Lomax - congratulations to the 3 newly elected Board members
- Thanked Mark Schusky for his 12 years on the Library Board
- Murphy - also thanked Schusky for his service on the Board.

6. Consent Items:

Motion to accept Consent Items

Moved by Schusky, seconded by York.

- a. Approval of Minutes
 - i. Special Board Meeting - February 12, 2025 - Closed Session - approve and open

Lomax had a question, this item was moved to the Closed Session.

Schusky and York agreed that their original motion could include this move.

- ii. Regular Board Meeting of March 17, 2025

Lomax - change "Kulupka approached by patron about Valentines Day" to "Black History Month."

Waltermire - can we accept that as a scrivener's error and it will be corrected, and we can proceed? All agreed.

- b. Communication - received one from Michael Treece

- c. Administrative Reports -

Waltermire - PolarAire is testing the pumps for the fountain to find leak.

- Looking into Tax incentives for Solar Panels.
- DMV booked up for time slots at Library
- IHLS - funding paused, inter-library delivery, etc., PNG Grant. Can reach out to elected officials and ask for that funding to be reinstated as it does impact our library.
- City Wide Garage Sale Fundraiser - only a few have signed up for tables so far.

Harris - Thank you to the organizations and vendors who made the Easter egg event in Fairmont City possible. Over 100 cars. Would do it like this again.

d. Finances -

i. March 2025 Expense by Vendor, Profit & Loss, and Funds Balances

Robison - Suggests you could do a line item on the Budget for Contingency items.

ii. Gift Fund Transactions

iii. FY2025 Profit & Loss Budget vs Actual and Profit & Loss year Comparison

Robison - Budget vs. Actual - we are doing well. Have spent 73.8% and are 75% of the way through the fiscal year.

e. Committee Reports

i. Finance - no meetings

ii. Personnel - no meetings

iii. Fundraiser - no meetings

Roll call Vote to accept consent items, excluding the Closed Session Minutes for February 12, 2025

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. Components shipped to MEI sometime next month. Installation early to mid-summer.

b. Update on Executive Director Annual Evaluation Process

- Romero-Lizana - it will be ready for the May Board meeting.

c. Discussion and Possible Action on Combination of Whistleblower Policy and Anti-Harassment & Non-Discrimination Policy

Waltermire - new draft policy will be ready next month. Legal Council recommends keeping it separate because their purposes are separate.

8. New Business

a. Discussion and Possible Action on Disposal of Library records in Compliance with Application for Authority to Dispose of Local Records.

Waltermire - procedure by State Archives, give retention schedule for categories of items. Does there need to be Board approval for continuing this regular process? Closed Session recordings already require Board approval. The Board would need to draft a new policy for any new procedures.

Lomax - would like to know more details of this process and what is being destroyed. What has to be disposed of and what needs to be retained. Waltermire will share the Applications in the future.

Robison - is very familiar with process. You try to hang on to everything, but storage becomes a big issue. She believes it is good to follow their recommendations

Waltermire - goes through everything very carefully and lets the Board know if anything is in question.

b. Discussion and Possible Action on Creation of and Appointments to Building and Grounds Committee

Lomax - would like to see a committee formed. Prioritize needs.

Waltermire - need to vote to set up Committee and what their charge would be. She would need to revise the Bylaws to include that. Waltermire and the contractor would explain needs to the Committee.

York - what would they do?

Lomax - prioritize and budget for needed repairs and improvements. Looking and planning ahead for some of the needs. Create a budget for those needs.

Motion to Create a Building and Grounds Committee:

Motion by Kulupka, Seconded by York.

Roll Call Vote:

Kulupka - yes

Lomax - yes

Murphy - no

Robison - yes

Romero- Lizana - no

Schusky - yes

York - yes

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

c. Discuss and Possible Action on Legal Action Regarding Damage to Fairmont City Library's Field

Waltermire - Trucking Company across the street made ruts and damage to grass. Harris talked to them. Harris got the run-around and a "no". He showed them security video of their trucks making the ruts. They offered to fill it with rock and cover it with grass. But it needs dirt and grass in some areas. Waltermire got estimates of around \$1,100 to repair the damage properly. She said Kulupka suggested have our lawyer send the trucking company a letter with the estimates.

Harris - They filed Police Report. The Police assessed the damage cost as a felony. City not willing nor responsible to repair damage or put up any barrier to prevent future recurrence of damage. It's the library property and responsibility.

Motion to have our Lawyer send a letter with estimates to the trucking company.

Motion made by York, 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.

d. Review of Serving Our Public 4.0, Chapter 6 - Safety Standards

Waltermire - the library does Fire, Tornado, and Active Assailant drills. Has NARCAN, has an AED, and First Aid kits at both libraries. And all staff at both library locations have CPR and AED training. Some have First Aid training as well.

Motion to adjourn Open Session and go into Closed Session for the Discussion of Closed Session Minutes of February 12, 2025.

Motion made by York, seconded by Murphy.

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. 7:40 pm

9. Closed Session

a. Discussion of Closed Session Minutes of February 12, 2025.

Motion to Leave Closed Session

Motion made by Kulupka and seconded by Schusky.

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.

10. Action for items Discussed in Closed Session

Motion to Approve and Open the Closed Session Minutes of February 12, 2025 Minutes

Motion made by Schusky and 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.

11. Motion to Adjourn: Motion by Romero-Lizana, seconded by Kulupka

Voice Vote:

Yes, 7, No -0, Abstain 0. Motion passed, **Adjournment at 7:57 pm.**