

Chillicothe Public Library District
430 N. Bradley Ave., Chillicothe IL 61523

May 4, 2020 Virtual Board Meeting

Minutes

1. Call to Order: The virtual meeting was called to order at 5:33 P.M. by President Sue Mowbray. The following members were present:
 - a. Patty Audo, Jane Harrison, Shayne Jezek, Sue Mowbray, Judi Thornton, Carmen Jenkins, Debbie Hill, and Library Director, Mary Aylmer.
 - b. Absent: no one.
2. Public Comment: There were no public comments at this time.
3. Approval of Minutes: A motion was made by Carmen Jenkins to approve the minutes of last month's meeting. Judi Thornton seconded; all voted in favor.
4. Director's Report: The Director submitted her report and added the following comments: Richard Popp still needs to finalize the extension on the 2nd Street property and provide proof of insurance; a new book order has been placed; all programming has been postponed through the end of August, but virtual programming will still continue; and Mary will continue to work with TSI regarding the HVAC system, although Garber gave a quote of half the price for the maintenance.
5. Unfinished Business:
 - a. Salary Review Policy: Mary will update the minimum salary range effective July 1, 2020 to be presented at the next board meeting. It was further suggested that the maximum salary range maintain the same percentage rate with all salaries. No action was taken at this time.
 - b. FOIA policy update: Mary updated the needed changes to this policy. Patty Audo made the motion to accept, and Carmen Jenkins seconded; all voted in favor.
6. New Business:
 - a. Minimum Wage Schedule: This discussion revolved around the fact that the minimum wage will increase July 1, 2020 and again January 1, 2021. Based upon the minimum wage increase, some employees will not be guaranteed a percentage wage increase. Once again, this will be a fluid document.
 - b. Draft FY21 Line Item Budget: Patty Audo asked if Dwight could put the budget numbers into a profit and loss format. Mary said this could be done, and she will have this for our next meeting.
 - c. Director's quarterly updates: Mary informed the board that NEA just awarded the library with another \$9,500.00.

d. Tentative Reopen Plan: After much discussion, it was determined that the Library will continue the status quo, only performing the essential duties required and staying closed per the Governor's orders.

e. New Logos: It was determined that this would be moved to June's agenda.

f. Emergency Response Policy: After discussion, it was suggested that it would be beneficial to arrange a meeting with the community to create a community action plan. It was asked of Mary to send out the plan's Table of Contents for next meeting's discussion.

g. Landscaping Ad Hoc Report: It was suggested that Committee be removed from the report, and also that community involvement would be welcomed for this project.

8. Board Comments: Jane Harrison asked if we received the extensions for the incentives on the Solar project. Mary reported that they are still on the table, and at this time, the project is still moving forward.

9. Announcements: There were no new announcements at this time.

10. Adjournment: The next meeting will be Tuesday, May 26th. A motion to adjourn was made by Jane Harrison and seconded by Judi Thornton. All voted in favor. The meeting was adjourned at 6:54 P.M.