

Chillicothe Public Library District  
Board of Trustee Meeting  
Monday, August 24, 2020

1. Call to order- The meeting was called to order at 5:32 p.m. by President Sue Mowbray.
  - a. Present- Patty Audo, Carmen Jenkins, Jane Harrison, Debbie Hill, Shayne Jezek, Sue Mowbray and Library Director Mary Aylmer
  - b. Absent- None
2. Public Comments –
  - a. Public Hearing – Budget & Appropriation Ordinance #2021-05. There were no public comments.
3. Trees Forever presentation by Kevin Bennett, Illinois Program Manager. Kevin shared information with the board about the various trees that are presently planted on the library grounds. He made several suggestions of the kinds of trees that are native to Illinois for planting in the future. The library has applied for a grant through Trees Forever.
4. Approval of Minutes- A motion was made by Carmen Jenkins and seconded by Jane Harrison to accept the minutes of the July 27, 2020 meeting with a correction.
5. Treasurer's Report- A motion was made by Patty Audo and seconded by Shayne Jezek to accept the treasurer's report. All voted in favor.
6. Director's Report- Director Mary Aylmer submitted her report for August.  
Summary as follows -  
Researched and selected online time tracking platform for those requiring the ability to work from home. Coordinated with auditor and accountant to collect audit materials for audit on 8/19. Conducted monthly meeting with Programming and Marketing group. IT/Networks and systems are working properly. Library holdings numbered 35,702. Delivery door replacement is complete. Concrete work in the front entranceway is complete. Kreiling Roofing was onsite 8/17 taking measurements for the gutter fabrication.
7. Unfinished Business-
  - a. Emergency Response Policy Review – Attachment A – discussion – Several recommendations were made – No action was taken.

- b. Reopening Plan- Attachment B – discussion – The Director is optimistic that we can stay in Phase 3 throughout September.
  
- 8. New Business-
  - a. Review of Executive Session Meeting minutes for confidentiality- no action taken – further discussion at the September meeting
  
  - b. Appointment of trustee to fill vacant position- A motion was made by Jane Harrison and seconded by Shayne Jezek to appoint Cindy Bornsheuer as a trustee to the board to fill the vacant position left when Judi Thornton resigned from the board July 2020. All voted in favor.
  
  - c. Appointment of Officers to the Board- A motion was made by Jane Harrison and seconded by Patty Audo to elect Carmen Jenkins as President of the Library Board effective September 2020. All voted in favor. A motion was made by Patty Audo and seconded by Carmen Jenkins to elect Shayne Jezek as Treasurer of the Library Board effective September 2020. All voted in favor.
  
  - d. Approval of Budget & Appropriation Ord #2021-05- A motion was made by Patty Audo and seconded by Jane Harrison to accept the Budget & Appropriation Ordinance #2021-05. All voted in favor.
  
  - e. COVID EFMLA policy – Attachment D – A motion was made by Shayne Jezek and seconded by Patty Audo to approve the COVID EFMLA policy. All voted in favor.
  
  - f. Temporary Remote Work Policy – Attachment E – A motion was made by Patty Audo and seconded by Carmen Jenkins to approve the Temporary Remote Work Policy effective through December 31, 2020. All voted in favor.
  
  - g. COVID Face Mask Policy- Attachment F A motion was made by Patty Audo and seconded by Carmen Jenkins to approve the COVID Face Mask Policy. All voted in favor.
  
  - h. Closed Session: *In accordance with the Illinois Open Meetings Act, the Board of Trustees will adjourn to Closed Session pursuant to 5 ILCS 2(c) (1)*  
A motion was made by Jane Harrison at 7:12 p.m. and seconded by Patty Audo to go into executive session. All voted in favor.  
  
Open Session: The board meeting convened at 7:36 p.m. after a closed session.
  
- 9. Board Comments – A \$50.00 gift card from Grecian Gardens will be sent to Judi Thornton in appreciation of her service as a trustee to the library.

10. Announcements – None

11. Adjournment – A motion was made by Jane Harrison and seconded by Shayne Jezek to adjourn at 7:38 p.m. All voted in favor.