

Chillicothe Public Library District
Board Meeting Minutes
January 27, 2020 @ 5:30 pm
430 N. Bradley Ave., Chillicothe, IL 61523

1. Call to order – The meeting was called to order 5:34 pm by President Sue Mowbray.
 - a. Present: Patty Audo, Carmen Jenkins, Sue Mowbray, Shayne Jenkins, Judi Thornton, and Mary Aylmer (acting secretary)
 - b. Absent: Debbie Hill, Jane Harrison
2. Public Comments – None.
3. Approval of Minutes – November minutes were submitted for approval by Mary Aylmer. Motion was made by Patty Audo and seconded by Judi Thornton to accept as is. All voted in favor.
4. Treasurer’s Report – Patty Audo requested a monthly recap from the accountant that shows how much time is spent on the various tasks/functions. She also requested a copy of the contract between the library and accountant. Director Aylmer will obtain. Motion to approve the Treasurer’s Report as submitted was made by Patty Audo and seconded by Carmen Jenkins. All voted in favor.
5. Director’s Report – Director Aylmer submitted her monthly report. Discussion included Shayne Jezek recommendation to include the word “legal” in addition to “illegal” within the Drug and Alcohol Free Workplace policy. Sue Mowbray recommended no further changes to policy, or procedure until clearer guidelines have been established. Also discussed were changes to current extended & general leave policies. Shayne Jezek recommended having both Medical and a General Leave policies. 2nd Street property contract expires April 12, 2020. Director Aylmer will send a letter of notice to the Popp’s.
6. Unfinished Business – None.
7. New Business
 - a. Jim Hollenback, from pcm + design, presented proposal for “Health, Life, Safety” plan.
 - b. Motion to approve Resolution #2020-03 was made by Patty Audo, and seconded by Shayne Jezek. All voted in favor.
8. Board Comments – note from Debbie Hill was read. Update on Jane Harrison was shared.
9. Announcements – None.
10. Adjournment – Motion to adjourn was made by Shayne Jezek and seconded by Carmen Jenkins. Meeting adjourned at 7:18 pm. All voted in favor