

Chillicothe Public Library District  
Board of Trustee Meeting  
November 18, 2019  
430 N. Bradley Ave, Chillicothe, IL

1. Call to order – The meeting was called to order at 5:30 p.m. by President Sue Mowbray.
  - a. Present – Patty Audo, Carmen Jenkins, Jane Harrison, Debbie Hill, Shayne Jezek, Sue Mowbray, Judi Thornton, and Mary Aylmer
  - b. Absent – None
2. Public Comments – There were no citizens that sought to be recognized.
3. Approval of Minutes – October 2019 minutes were submitted for approval by Mary Aylmer. Motion was made by Jane Harrison and seconded by Judi Thornton to accept the minutes of the October meeting. All voted in favor.
4. Treasurer’s Report – A recap of the annual financial report, year ended June 30, 2019 was shared with the board.
5. Director’s Report – Director Mary Aylmer submitted her report. The library is open 73 ½ hours a week. Mary will be collecting data on times of when the library is used the most. This data will help determine if the times the library is open need to be adjusted.
6. Unfinished Business –
  - a. May 2019 Minutes correction – Appointment of Officers – Motion was made by Shayne Jezek and seconded by Jane Harrison to accept corrections made to the May 2019 minutes. All voted in favor.
  - b. Policy review –
    - Material Selection – Attachment A
    - Disposal of Surplus Materials – Attachment B
    - Study Room Use – Attachment C
    - Safe Child – Attachment D
    - Drug & Alcohol Free Workplace – Attachment F

Board members provided change and a motion was made by Shayne Jezek and seconded by Carmen Jenkins to approve policy review for Attachments A, B, C, D, F and to accept the changes discussed. All voted in favor

- Absences – Attachment E – Motion made by Patty Audo and seconded by Judi Thornton to approve the following to Absences – Attachment E – “Any full time employee called to jury duty will surrender payment from jury duty to the library.” All voted in favor.
  - c. Director’s Review – Motion was made by Jane Harrison and seconded by Carmen Jenkins to go into executive session at 6:38 p.m. A motion was made by Judi Thornton and seconded by Patty Audo to go out of executive session at 7:24 p.m.
7. New Business -
- a. Pay Raise - Motion was made by Carmen Jenkins and seconded by Patty Audo to approve a 3.5% raise for Mary Alymer effective the next pay period. All voted in favor.
  - b. Facility Assessment Letter – The board discussed having Jim Hollenback of PCM+Design Architects, to attend the January 2020 board meeting to share information regarding a facility assessment for the Chillicothe Library. Mary will schedule for the January meeting.
  - c. Annual Financial Report – The board discussed having an accountant from Hopkins & Associates to attend the January 2020 board meeting to go over the auditor’s report for year ended June 30, 2019. Mary will schedule for the January meeting.
  - d. Staff Holiday Recognition – Motion was made by Shayne Jezek and seconded by Patty Audo to purchase a \$50.00 gift card from Amazon for each employee for Christmas. All voted in favor.
- Motion was made by Sue Mowbray and seconded by Judi Thornton for \$100 for Mary Alymer to spend for the Christmas party as she wishes.
8. Board Comments –
- a. Gail Hintze’s Open House, Monday, November 25<sup>th</sup> from 5-7 p.m.
  - b. Friday, December 6, 2019 the Winter Program begins
9. Adjournment – A motion to adjourn was made by Shayne Jezek and seconded by Jane Harrison. Meeting adjourned at 8:02p.m. All voted in favor.

