

Chillicothe Public Library District
430 N. Bradley Ave., Chillicothe, IL 61523
Board of Trustee Meeting
In House or Virtual
Monday, June 22, 2020

1. Call to Order - The meeting was called to order at 5:36 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- Judi Thornton
2. Comments- There were no public comments.
3. Approval of Minutes- May 26, 2020 minutes were submitted for approval by Mary Aylmer. A motion was made by Patty Audo and seconded by Shayne Jezek to add “no” public comments to the minutes of the May 2020 meeting and then accept the minutes as presented to the board. All voted in favor.
4. Treasurer’s Report -A motion was made by Patty Audo and seconded by Carmen Jenkins to accept the treasurer’s report. All voted in favor.
5. Director’s Report- Director Mary Aylmer submitted her report. A quarterly update of “Friends of the Library” and an update of grant funding were shared with the board. Mary also shared monthly administrative duties that keep the library running smoothly.
6. Unfinished business
 - a. Line Item Budget review – Attachment C – Motion was made by Patty Audo and seconded by Jane Harrison to accept the line item budget review. All voted in favor.
 - b. Reopening Plan review – Attachment D – Motion was made by Shayne Jezek that the library stay in Phase 2 – Curbside Service and additional staff come in house to work. The board will meet with Mary should we need to go to Phase 3 or move back to Phase 1. (Per Governor’s guidelines). Motion was seconded by Debbie Hill. All voted in favor.
 - c. Emergency Response Policy – Update schedule – Attachment E – discussion with the Board
 - d. 2nd Street Warranty for Deed – updated insurance policy due April 2021

- e. Logo Survey- Attachment F – Patty Audo made motion to accept the library logo from the survey summary. Jane Harrison seconded the motion. All voted in favor.
 - f. FY20 Minutes Checklist – Attachment C – reviewed for Secretary’s Audit. Additionally, Closed Session Meeting Review will be added to agenda for July.
 - g. Landscaping- Informal review given to the board by Mary.
7. New Business –
- a. Building & Maintenance Ordinance & Notice #2021-03 – Attachment A & B – Motion was made by Shayne Jezek and seconded by Debbie Hill to accept the Building & Maintenance Ordinance & Notice #2021-03. All voted in favor.
 - b. Appointment of trustees for Secretary’s Audit by Board President- Jane Harrison and Shayne Jezek volunteered to go over the secretary’s audit performed in August.
8. Comments – Kudos to library staff for sending a care package to one of our volunteers.
9. Announcements
- a. OSF Health Care – thank you letter
10. Adjournment – A motion was made by Jane Harrison to adjourn at 6:46 p.m. The motion was seconded by Patty Audo. All voted in favor.