

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

March 23, 2020

Board Meeting Minutes

1. Call to Order: The virtual meeting was called to order at 5:34 P.M. by President Sue Mowbray. The following members were present:

a. Patty Audo, Jane Harrison, Shayne Jezek, Sue Mowbray, Judi Thornton, Carmen Jenkins, and Library Director, Mary Aylmer.

b. Absent: Debbie Hill

2. Public Comment: There were no public comments at this time.

3. Approval of Minutes: The following changes to the minutes were suggested: Shayne Jezek was to be added as Absent from the Meeting, and regarding the Adjournment of last month's meeting, Patty Audo made the motion to adjourn, and Carmen Jenkins seconded. All voted in favor of the additional changes.

4. Treasurer's Report: Motion was made by Carmen Jenkins and seconded by Shayne Jezek accept the treasurer's report. All voted in favor.

5. Director's Report: The Director submitted her report with the Pandemic Response Procedures with 3 separate levels: Precautionary Health Measures, Moderated Services, and Temporary Closure. The following items were suggested:

Level 1: under number 1, Cleaning and Supplies on letters B, C, and E, the words *as available* are to be added.

Level 1: number 4, Communicate to Staff, combine letters C and F.

Level 2: number 4, Communicate to Staff, letter A, add *and/or Board of Trustees after Library Director*.

Level 3: number 1, Service Adjustments, letter A, add *and/or Board of Trustees after Library Director*.

Judi Thornton made the motion to accept with recommended changes until the Board can review at a later date; Carmen Jenkins seconded. All voted in favor.

6. Unfinished Business: There was no unfinished business to be discussed at this time.

7. New Business: The Emergency Memorandum was discussed at length, and while this is a new situation for all involved, the Board felt that they needed to be kept more informed regarding the closing of the library and employees working from home. Further, the following changes were suggested to be added to the Memorandum:

Under Suggested Motion, after the words "re-open to the public" remove the date and add *based on Library Director and/or Board of Trustees' action.*

Patty Audo made the motion to revisit this memorandum with the suggested changes at our next meeting, and Jane Harrison seconded.

8. Board Comments: The Board expressed their "Thank yous" to Mary and her staff regarding the current situation with Covid-19 and welcomed back Jane Harrison to our meetings.

9. Announcements: It was determined that a virtual meeting would take place next Monday, March 30 at 5:30 P.M.

10. Adjournment: A motion to adjourn was made by Judi Thornton and seconded by Carmen Jenkins. The meeting was adjourned at 6:25 P.M. All voted in favor.