

Chillicothe Public Library District
430 N. Bradley Ave., Chillicothe, IL 61523
May 26, 2020 *Virtual* Board Meeting Minutes

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 Library Director Mary Aylmer
 - b. Absent – None
2. Comments - There were no public comments at this time.
3. Approval of Minutes – April 2020 minutes were submitted for approval by Mary Aylmer. A motion was made by Shayne Jezek and seconded by Patty Audo to accept the minutes of the May 2020 minutes. All voted in favor.
4. Treasurer’s Report – A motion was made to accept the treasurer’s report. Motion was made by Carmen Jenkins and seconded by Jane Harrison to accept the treasurer’s report. All voted in favor.
5. Director’s Report – The Director submitted her report and added the following comments: Richard Popp still needs to finalize the extension on the 2nd Street property and provide proof of insurance. He continues to make payments on time. Should he miss a payment, then Mary will contact the attorney for his suggestions for moving forward.
6. Unfinished Business
 - a. Salary Range Policy – A motion was made by Patty Audo that we accept the salary ranges for salary wages through December 2020 as presented to the board. The board will review salary ranges in November to update. Judi Thornton seconded the motion. All voted favor.
Under salary wage and policies, it was decided that job descriptions will be updated and approved at the June board meeting.
 - b. Line Item Budget – After board discussion, it was decided that Mary will revise and review the budget. Mary will send revisions to Patty Audo and Carmen Jenkins for review for the June board meeting.

- c. Tentative Reopening Plan – After much discussion, it was decided that Mary will share at the June board meeting a plan for furlough or layoff of staff and check the policies. A motion was made by Judi Thorton to accept Phase 2 – *Curbside Service* – starting June 1st once the stay at home order is lifted (as directed by the governor) for reopening the library and any changes in Phases the director will call for a special board meeting. Jane Harrison seconded the motion. All voted in favor.
 - d. Emergency Response Plan – Table of Contents – After board discussion, it was decided that Mary will work on and present a schedule for the Emergency Response Plan for the June board meeting.
 - e. 2nd Street Warranty for Deed extension – After board discussion, it was decided to leave things as they are right now. Further discussion will take place at the June board meeting.
 - f. Landscaping – Judi Thorton gave an update on the landscaping and more updates on the design will be discussed at the June board meeting. The walking path will be eliminated.
7. New Business
- a. FY 21 Meeting Date ordinance – A motion was made by Patty Audo to approve FY 21 Meeting Date Ordinance (NO. 2021-01) effective immediately upon action. The motion was seconded by Carmen Jenkins. All voted in favor.
 - b. FY 21 Non- Resident Card Resolution – A motion to accept the FY21 Non-Resident Card Resolution was made by Patty Audo and seconded by Shayne Jezek. All voted in favor.
8. Board Comments – Carmen Jenkins commented that the down spouts have a lot of water. Mary Alymer stated that the down spouts were too small.
9. Announcements – No announcements were made.
10. Adjournment – The next meeting will be on Monday, June 22, 2020 at 5:30 p.m. A motion was made by Carmen Jenkins to adjourn at 7:16 p.m. The motion was seconded by Jane Harrison. All voted in favor.

