

Chillicothe Public Library
430 N. Bradley Street
Chillicothe, IL 61523
Hybrid Board of Trustees Meeting
October 26, 2020

1. Call to Order – The meeting was called to order at 5:33 p.m. by President Carmen Jenkins.
 - a. Present – Patty Audo, Cindy Bornsheure, Carmen Jenkins, Debbie Hill, Shayne Jezek, Sue Mowbray and Library Director Mary Aylmer
 - b. Jane Harrison attended virtually.
 - c. Absent – None

2. Presentations –
 - a. Audit Review – Kim Bird (Hopkins & Associates) – Kim gave each board member a copy of the completed audit review, then shared the information given.

 - b. Facility Assessment Review – Jim Hollenback (pcm+Design) – Jim shared a *Living Document* on the assessment of the library facility. The file could be used every year to look at the inside and outside of the library. He made *suggestions* for things that could be done next year and over the next five years.
 - *Remove hornet’s nest outside
 - *Some joints between panels are popping out
 - *Gutter seams are leaking – risking moisture in the building
 - *Need 36” clearance of electrical outlets – paint around those to remind people to not store things in that area
 - *Look at cracked storage boxes
 - *Emergency lights – batteries have worn out – just replace them instead of buying batteries – Willis electric in Chillicothe could take care of this.
 - *snow guards – some have broken off – have roofer come and replace the guards
 - * Window shade – should not be pulled down over the door
 - *Geothermal – significant cost items (\$10,000 per pump) The library has 14 pumps.
 - *Balance valve is leaking in the basement
 - *Water heater – 6 years past prime
 - *Water pump - \$7500 to replace – leaking pipes

3. Public Comments – There were no public comments.

4. Approval of Minutes – A motion was made by Sue Mowbray and seconded by Patty Audo to accept the minutes of the September 28, 2020 minutes. All voted in favor.

5. Treasurer’s Report– A motion was made by Patty Audo and seconded by Sue Mowbray to accept the treasurer’s report. All voted in favor.

6. Director’s Report – In board packet for review

7. Unfinished Business –
 - a. Emergency Response Plan Draft – Attachment A –
Will be an action item at the November board meeting
 - b. Landscaping – discussion
Mary will request more quotes and find a tree service to perform routine arbor-maintenance. They may or may not be the same service.
 - a. Updated Salary Range Policy –
A motion was made by Sue Mowbray and seconded by Shayne Jezek to accept the following for salaries. *Employees 18 and under, who are employed fewer than 650 hours annually, may be compensated in accordance with Illinois Minimum Wage Law (820 ILCS 1504).* All voted in favor.
8. A motion was made by Cindy Bornsheure and seconded by Shayne Jezek at 7:18p.m. to continue with board comments and announcements, then go into executive session. All voted in favor.
9. Executive Session – Director’s Annual Performance Review – *discussion during this portion may be held in closed session pursuant to 5ILCS 120/2(c)(1)*
A motion was made by Shayne Jezek 7:20 p.m. and seconded by Cindy Bornsheure to go into executive session. All voted in favor.

Open Session – The board meeting convened at 8:35 p.m. after a closed session.
10. Board Comments – There were no board comments.
11. Announcements –
 - a. Staff Recognition donation – A donation of \$150.00 was given anonymously to the library in appreciation of its employees. The donation will be divided among the employees and each employee will receive cash to honor this donation.
12. Adjournment – A motion was made by Cindy Bornsheure and seconded by Mowbray to adjourn at 8:39 p.m. All voted in favor.

Respectfully Submitted,

Debbie Hill

