

Chillicothe Public Library  
430 N. Bradley Street  
Chillicothe, IL 61523  
Hybrid Board of Trustees Meeting  
November 23, 2020

1. Call to order – The meeting was called to order at 5:30 p.m. by President Carmen Jenkins.
  - a. Present – Cindy Bornsheuer, Jane Harrison, Carmen Jenkins, Debbie Hill, Shayne Jezek, Sue Mowbray, Patty Audo and Library Director, Mary Aylmer
  - b. Absent – None
2. Public Comments – There were no public comments.
3. Approval of Minutes – A motion was made by Sue Mowbray and seconded by Jane Harrison to accept the minutes of the October 26, 2020 minutes. All voted in favor.
4. Treasurer’s Report – A motion was made by Jane Harrison and seconded by Shayne Jezek to accept the treasurer’s report. All voted in favor.
5. Director’s Report – In board packet for review
6. Unfinished Business –
  - a. Emergency Response Plan Draft – Attachment A – A motion was made by Patty Audo and seconded by Cindy Bornsheuer to accept the *Emergency Response Plan*. All voted in favor.
  - b. Updated Reopening Plan – Attachment B – discussion – A motion was made by Patty Audo and seconded by Shayne Jezek to accept the *Updated Reopening Plan*. All voted in favor.
7. New Business
  - a. Updated Salary & Benefits Policy – Attachment C – A motion was made by Shayne Jezek and seconded by Jane Harrison to accept the *Updated Salary & Benefits Policy*. All voted in favor.
  - b. Fixed Asset/Capitalization Policy – Attachment D– A motion was made by Sue Mowbray and seconded by Cindy Bornsheuer to accept the *Fixed Asset/Capitalization Policy*. All voted in favor.

- c. Remote Board Meeting Attendance Policy – Attachment E – Discussion and further clarification at the January board meeting
- d. Holiday Staff Recognition – A motion was made by Cindy Bornsheuer and seconded by Shayne Jezek to add \$50.00 plus tax to all staff checks in December for the holidays. \$100.00 will be provided for lunch or breakfast for the holiday celebration.
8. Executive Session – Approval of Director’s Annual Performance Review – *discussion during this portion may be held in closed session pursuant to 5ILCS 120/c(1)*. A motion was made by Sue Mowbray and seconded by Cindy Bornsheuer at 6:07 p.m. to go into executive session. All voted in favor.
- Open Session – The board meeting convened at 7:55 p.m. after a closed session.
9. Board Comments – There were no board comments.
10. Announcements – The library was awarded a \$500.00 grant in support of *PPE for Illinois Public Libraries*.  
A special board meeting will be held on Tuesday, December 1, 2020 at 5:00 p.m.
11. Adjournment – A motion was made by Jane Harrison and seconded by Sue Mowbray to adjourn at 8:01 p.m. All voted in favor.

Respectfully Submitted,  
Debbie Hill