

Chillicothe Public Library District
430 N. Bradley Ave., Chillicothe IL 61523
Hybrid Board of Trustees Meeting
January 25, 2021

1. Call to Order: The meeting was called to order at 5:32 P.M. by President Carmen Jenkins.
 - A. In person: Jane Harrison, Shayne Jezek, Sue Mowbray, Carmen Jenkins, and Library Director, Mary Aylmer.
 - B. Virtual: Patty Audo and Debbie Hill.
 - C. Absent: Cindy Bornsheuer

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

3. Approval of Minutes: After there was a correction made to the minutes that Patty Audo attended the meeting in person and not virtually, a motion was made by Patty Audo to approve the minutes of last month's meeting. Sue Mowbray seconded; all voted in favor. Further, minutes from the December 1, 2020 Special Meeting will be submitted for approval at the February regular meeting.

4. Treasurer's Report: A motion was made by Sue Mowbray and seconded by Jane Harrison to accept this report. All voted in favor.

5. Director's Report: The Director submitted her report for the Board's review and added the following comment: she suggested to moving to a Fine Free Model. A motion was made by Jane Harrison, seconded by Debbie Hill to add this item to next month's agenda. All voted in favor.

6. Unfinished Business:
 - A. Revised Remote Attendance Policy: This was submitted with the identification of the state statute. A motion was made by Sue Mowbray and seconded by Patty Audo to accept. All voted in favor.

7. New Business:
 - A. Revised Hours of Operation: Mary updated the changes according to the 2021 calendar. Patty Audo made the motion to accept, and Shayne Jezek seconded; all voted in favor.

 - B. Revised Current Tort & risk Management Policy: Jane Harrison made a motion to accept, and Sue Mowbray seconded. All voted in favor.

 - C. Draft CPLD Employee Handbook: After discussion, it was determined that the Board would like to see where the changes were made within the Handbook itself. Further, it was suggested that the section titled *Trustee Use of Social Media* be removed from the Handbook, since the Trustees are not employees of the Library. Therefore, this Handbook will be revised, reviewed, and revisited at next month's meeting for a second reading and approval.

 - D. Draft Records Retention Policy: This item will be moved to next month's meeting for a second reading and approval.

E. Draft CPLD Succession Plan: After review, it was determined that some of the wording needed to be removed and/or changed. This will be revised and moved to next month's meeting for a second reading and approval.

8. Board Comments: Mary reported that the Staff sent a Thank You note to the Board regarding their Christmas gift and luncheon. Also, a card and flowers were sent to former Trustee, Judy Thornton, in regards to the loss of her husband Jim.

9. Announcements: Mary noted that a box of baked goods were received from Brenda and Larry Stewart. Also, the Library received \$2,000 from the Damien Foundation; \$200 from the Wehage Family who indicated it will match the requirements for the Caterpillar Foundation Matching Gifts Program.

10. Adjournment: A motion to adjourn was made by Debbie Hill, and seconded by Jane Harrison. All voted in favor. The meeting was adjourned at 6:36 P.M.

Respectfully submitted,

Shayne Jezek