

Chillicothe Public Library District
430 N. Bradley Ave., Chillicothe, IL 61523
Board of Trustee meeting
Monday, March 22, 2021

1. **Call to Order** – The meeting was called to order at 5:35 p.m. by President Carmen Jenkins.
 - A. **Present** – Patty Audo, Cindy Bornsheuer, Jane Harrison, Debbie Hill, Shayne Jezek, Carment Jenkins and Library Director Mary Aylmer.
 - B. **Absent** – Sue Mowbray
2. **Public Comments** – There were no public comments.
3. **Introductions – Appointed Trustee position** – Brian DuPont and Toby Howell shared their interest in becoming a Library Board Trustee. Individuals were provided five minutes and the board asked a few questions.
4. **PMA Presentation** – Andrew Kim and Stephen Adams from PMA Securities gave a presentation to the board on “Understanding Municipal Advisory Services and Bonded Debt Options”.
5. **Approval of Minutes** – A motion was made by Patty Audo and seconded by Jane Harrison to approve the minutes of the 02/22/2021 meeting. All voted in favor.
6. **Treasurer’s Report** – A motion was made by Patty Audo and seconded by Jane Harrison to accept the treasurer’s report. All voted in favor. A motion was made by Shayne Jezek and seconded by Cindy Bornsheuer to move the library funding account from Better Banks to CEFCU which is providing a higher interest rate. All voted in favor.
7. **Director’s Report** – Mary Aylmer went over the director’s report for the month of March. A motion was made by Shayne Jezek and seconded by Jane Harrison to make the correction that Temple Grandin will make a virtual presentation on May 27, 2021 instead of March 27, 2021. All voted in favor.
8. **Unfinished business** –
 - a. **Review of Executive Session Minutes** – A motion was made by Patty Audo and seconded by Cindy Bornsheuer to extend the review for six months.
 - b. **CPLD Employee Handbook** – A motion was made by Jane Harrison and seconded by Shayne Jezek to move the discussion to the April board meeting. All voted in favor.

- c. **Salary Ranges Policy** – Attachment A – A motion was made by Patty Audo and seconded by Cindy Bornsheuer, to accept the Salary Range Policy. All voted in favor.
 - d. **Salaries & Benefits Policy** – Attachment B – A motion was made by Shayne Jezek and seconded by Jane Harrison to further discuss Salaries and Benefits Policy at the April board meeting. All voted in favor.
 - e. **Landscaping Proposals** – A motion was made by Shane Jezek and seconded by Jane Harrison to accept the requote for the landscaping and vote in April on the proposal. All voted in favor.
 - f. **Accounting Proposals** – A motion was made by Shayne Jezek and seconded by Cindy Bornsheuer to stay with Dwight Johnson as the library’s accountant. All voted in favor.
 - g. **Per Capita Review** – Mary will create a document with items we should be focusing on and send to the board. Discussion is ongoing.
9. **New Business** -
- a. **Job Description – Community & Marketing Coordinator** – Attachment C – A motion was made by Jane Harrison and seconded by Shayne Jezek to accept the Community & Marketing Coordinator job description. All voted in favor.
 - b. **Compensation Philosophy Policy** – Attachment D – A motion was made by Shayne Jezek and seconded by Jane Harrison to move the discussion of the Compensation Philosophy Policy to the April board meeting. All voted in favor.
10. **Board Comments** – None
11. **Announcements** – None
12. **Adjournment** – A motion was made by Shayne Jezek and seconded by Jane Harrison at 7:32 p.m. to adjourn. All voted in favor.

Respectfully submitted
Debbie Hill