

Chillicothe Public Library District
430 N. Ave., Chillicothe, IL 61523
Board of Trustee Meeting
Monday, April 26, 2021

1. **Call to Order** – The meeting was called to order at 5:30 p.m. by President Carmen Jenkins.
 - A. **Present** – Patty Audo, Cindy Bornsheuer, Jane Harrison, Debbie Hill, Shayne Jezek, Carmen Jenkins, Sue Mowbray and Library Director Mary Aylmer.
 - B. **Absent** – None
2. **MSI HVAC Presentation** – Trent Benedict from Mechanical Service, Inc., explained why it is important to safely extract methanol antifreeze and replace with Propylene glycol to the existing heating and cooling system for the library. He handed out a detailed proposal with Scope of Work Compensation, and Clarification of what is not included in the bid.
3. **Public Comments** - Introduced Debbie Cody, newly elected to the board of trustees. She will be sworn in at the May board meeting.
4. **Approval of Minutes** – A motion was made by Patty Audo and seconded by Shayne Jezek to approve the minutes of the March 22, 2021 meeting. All voted in favor.
5. **Treasurer’s Report** – A motion was made by Sue Mowbray and seconded by Cindy Bornsheuer to accept the treasurer’s report. All voted in favor.
6. **Director’s Report** – Mary Aylmer went over the director’s report for the month of April. A motion was made by Shayne Jezek and seconded by Cindy Bornsheuer to accept Mary’s report. All voted in favor.
7. **Unfinished Business** –
 - a. **Updated Landscape Proposal** – Attachment A – A motion was made by Jane Harrison and seconded by Sue Mowbray to accept the updated proposal as presented by Tim Peters Landscapes. All voted in favor.
 - b. **Salaries & Benefits Policy** – Attachment B
 - c. **Compensation Philosophy Policy** – Attachment C
After much discussion, a motion was made by Patty Audo and seconded by Shayne Jezek to move **Salaries & Benefits Policy and Compensation Philosophy Policy** to the May board meeting for approval. All voted in favor.

8. **New Business –**

a. **Job Description – Outreach Supervisor** – Attachment D

A motion was made by Sue Mowbray and seconded by Jane Harrison to move **Job Description -Outreach Supervisor** to the May board meeting for approval. All voted in favor.

b. **Job Description – Reference Librarian** – Attachment E

A motion was made by Sue Mowbray and seconded by Cindy Bornsheuer to move **Job Description – Reference Librarian** to the May board meeting for approval. All voted in favor.

c. **Job Description – Acquisitions Librarian** – Attachment E

A motion was made by Shayne Jezek and seconded by Sue Mowbray to accept the **Job Description for Acquisitions Librarian**. All voted in favor.

d. **FY21 Minutes Checklist** – Attachment G (discussion)

Carmen appointed Shayne Jezek and Cindy Bornsheuer to take care of the FY21 Minutes Checklist.

e. **Salary Range Policy** – Attachment H

A motion was made by Patty Audo and seconded by Shayne Jezek to move **Salary Range Policy** to the May meeting for approval. All voted in favor.

9. **Board Comments** – A special board meeting will be held on Thursday, April 29, 2021 at 5:30 p.m. to vote and appoint a trustee to the board.

10. **Announcements** – Jane Harrison (20+ years) and Sue Mowbray (7+ years) were recognized for their service as a trustee to the Chillicothe Public Library.

11. **Adjournment** – A motion was made by Shayne Jezek and seconded by Cindy Bornsheuer at 7:29 p.m. to adjourn. All voted in favor.

Respectfully submitted
Debbie Hill