

Chillicothe Public Library
430 N. Avenue, Chillicothe, IL 61523
Board of Trustee Meeting
Monday, May 24, 2021

1. **Call to Order** – The meeting was called to order at 5:33 p.m. by Debbie Hill. Shayne Jezek was appointed pro tempore to preside for the duration of the meeting.
 - a. **Present** – Cindy Bornsheuer, Deb Cody, Debbie Hill, Toby Howell, Shayne Jezek, and Library Director Mary Aylmer.
 - b. **Absent** – Patty Audo, Jane Harrison, Sue Mowbray
 - c. **Virtual** – Carmen Jenkins

2. **Public Comments** – There were no public comments.

3. **Approval of Minutes** – A motion was made by Cindy Bornsheuer and seconded by Shayne Jezek to approve the minutes of the April 26, 2021 meeting. Roll call vote: Bornsheuer – Aye, Hill – Aye, Jenkins – Aye, Jezek – Aye The motion passed.

A motion was made by Cindy Bornsheuer and seconded by Shayne Jezek to approve the minutes of the May 3, 2021 meeting. Roll call vote: Bornsheuer – Aye, Hill – Aye, Jenkins – Aye, Jezek – Aye The motion passed.

4. **Treasurer's Report** –Treasurer's report was placed on file for audit.

5. **Director's Report** – Mary Aylmer went over the director's report for the month of May. Director's report was placed on file for the month of May.

6. **Unfinished Business** –

- a. **Salaries & Benefits Policy** – Attachment A – A motion was made by Debbie Hill and seconded by Shayne Jezek to accept and approve Salaries & Benefits Policy. Roll call vote: Bornsheuer – Aye, Hill – Aye, Jenkins – Aye, Jezek – Aye The motion passed.
- b. **Compensation Policy & Procedures** – Attachment B – A motion was made by Cindy Bornsheuer and seconded by Shayne Jezek to accept and approve Compensation Policy & Procedures. Roll call vote. Bornsheuer – Aye, Hill – Aye, Jenkins – Aye, Jezek – Aye The motion passed.

c. **Job Descriptions** –

- i. **Outreach Supervisor** – Attachment C – A motion was made by Debbie Hill and seconded by Shayne Jezek to accept and approve Outreach Supervisor job description. Roll Call vote. Bornsheuer – Aye, Hill – Aye, Jenkins – Aye, Jezek – Aye The motion passed.
 - ii. **Reference Librarian** – Attachment D – A motion was made by Debbie Hill and seconded by Cindy Bornsheuer to accept and approve Reference Librarian job description. Roll Call vote. Bornsheuer – Aye, Hill – Aye, Jenkins – Aye, Jezek – Aye The motion passed.
- d. **Salary Range Policy** – Attachment E – A motion was made by Cindy Bornsheuer and seconded by Shayne Jezek to approve and accept Salary Range Policy. Roll call vote. Bornsheuer – Aye, Hill – Aye, Jenkins – Aye, Jezek – Aye The motion passed.
- e. **Temporary Mask Policy** – A motion was made by Shayne Jezek and seconded by Cindy Bornsheuer to go back to the original policy (08/24/2020) that masks are required by anyone coming into the building. Roll call vote. Bornsheuer – Aye, Hill – Aye, Jenkins – Aye, Jezek – Aye The motion passed.

7. Oath of Office for Elected & Appointed Trustees administered by Maggie Hurd.

The Library received election results from Peoria County Board of election Commissioners for the April 2021 Consolidated election. Elected trustees include Shayne Jezek, Cindy Bornsheuer and Deb Cody, all will serve a 4-year term. The remaining seat was filled by appointment by Toby Howell, who will serve until the next consolidated election in April 2023.

8. Appointment of Officers

- f. **President** – A motion was made by Shayne Jezek and seconded by Debbie Hill to appoint Carmen Jenkins as President. Roll call vote. Bornsheuer – Aye, Cody – Aye, Hill – Aye, Howell – Aye, Jenkins – Aye, Jezek – Aye The motion passed.
- g. **Vice-President** – A motion was made by Debbie Hill and seconded by Carmen Jenkins to appoint Shayne Jezek as Vice-President. Roll call vote. Bornsheuer – Aye, Cody – Aye, Hill – Aye, Howell – Aye, Jenkins – Aye, Jezek – Aye The motion passed.
- h. **Secretary** – A motion was made by Deb Cody and seconded by Cindy Bornsheuer to appoint Debbie Hill as Secretary. Roll call vote. Bornsheuer – Aye, Cody – Aye, Hill – Aye, The motion passed.

- i. **Treasurer** – A motion was made by Shayne Jezek and seconded by Deb Cody to appoint Toby Howell as treasurer. Roll call vote. Bornsheuer – Aye, Cody – Aye, Hill – Aye, Howell – Aye, Jenkins – Aye, Jezek – Aye The motion passed.

New Business –

- a. **Job Description – Cataloger** – Attachment G – A motion was made by Cindy Bornsheuer and seconded by Deb Cody to accept and approve Job Description for Cataloger. Roll call vote. Bornsheuer – Aye, Cody – Aye, Hill – Aye, Howell – Aye, Jenkins – Aye, Jezek – Aye The motion passed.
- b. **Meeting Ordinance #2022-01** – Attachment H – A motion was made by Debbie Hill and seconded by Cindy Bornsheuer to accept and approve with corrected attachment, Meeting Ordinance #2022-01. Roll call vote. Bornsheuer – Aye, Cody – Aye, Hill – Aye, Howell – Aye, Jenkins – Aye, Jezek – Aye The motion passed.
- c. **Draft FY22 Line Item Budget** – Attachment I – A motion was made by Toby Howell and seconded by Cindy Bornsheuer to move Draft FY22 Line Item Budget to June board meeting for approval. Roll call vote. Bornsheuer – Aye, Cody – Aye, Hill – Aye, Howell – Aye, Jenkins – Aye, Jezek – Aye The motion passed.

9. Board Comments – Welcome new trustees.

10. Announcements –

- a. Thank you from Jane Harrison
- d. **Adjournment** – A motion was made by Cindy Bornsheuer and seconded by Deb Cody at 6:50 p.m. to adjourn. Roll call vote. Bornsheuer – Aye, Cody – Aye, Hill – Aye, Howell – Aye, Jenkins – Aye, Jezek – Aye The motion passed.

Respectfully submitted
Debbie Hill