

Chillicothe Public Library
430 N. Avenue, Chillicothe, IL 61523
Board of Trustee Meeting
Monday, June 28, 2021

1. **Call to Order** – The meeting was called to order at 5:26 p.m. by Carmen Jenkins.
 - a. **Present** – Patty Audo, Cindy Bornsheuer, Deb Cody, Debbie Hill, Toby Howell, Carmen Jenkins, Shayne Jezek and Library Director Mary Aylmer.
 - b. **Absent** – None
2. Brent Baker from Garber Heating & Cooling rescheduled presentation for July.
3. **Public Comments** – There were no public comments.
4. **Approval of Minutes** – A motion was made by Shayne Jezek and seconded by Cindy Bornsheuer to approve the minutes of the May 24, 2021 meeting. The motion passed.
5. **Treasurer’s Report** – Treasurer’s report was placed on file for audit.
6. **Director’s Report** – Mary Aylmer shared the director’s report for the month of June. Director’s report was placed on file for the month of June.
7. **Unfinished business** –
 - a. **Draft FY22 Line Item Budget** – A motion was made by Toby Howell and seconded by Shayne Jezek to accept and approve FY 22 Line Item Budget. The motion passed.
 - b. **Draft Employee Handbook** -The Employee Handbook was moved to the July board meeting with suggested changes for approval.
 - c. **Succession Plan** – A motion was made by Deb Cody and seconded by Shayne Jezek to accept and approve the Succession Plan. The motion passed.
 - d. **Emergency Response Plan** – The Emergency Response Plan was moved to the July board meeting with suggested changes for approval.

8. **New Business** –

- a. **Building and Maintenance Ordinance 2022-03** – A motion was made by Patty Audo and seconded by Toby Howell to accept and approve the Building and Maintenance Ordinance. The motion passed.
- b. **Non-Resident Card Resolution #2022-02** – A motion was made by Cindy Bornsheuer and seconded by Deb Cody to accept and approve the Non-Resident Card Resolution. The motion passed.
- c. **Trustee Training** – An Ad Hoc committee was formed to plan trainings for the board of trustees. Deb Cody will lead the committee with Toby Howell and Debbie Hill.

9. **Announcements** -

- a. Thank you from Jane Harrison to staff
- b. Thank you from Sue Mowbray to Board and staff

10. **Adjournment** – A motion was made by Shayne Jezek and seconded by Toby Howell at 6:35p.m. to adjourn. The motion passed.

Respectfully submitted
Debbie Hill