

Chillicothe Public Library District
430 N. Bradley Ave., Chillicothe IL 61523

Board of Trustee Meeting

July 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, Carmen Jenkins, Shayne Jezek, Deb Cody, and Library Director, Mary Aylmer.
 - b. **Absent** – Debbie Hill, Cindy Bornsheuer, and Toby Howell.
2. Brent Baker from Garber Heating and Cooling gave a presentation and his recommendation regarding Flush vs. Oxygen/Filtration Removal System. He provided handouts for the Board and explained that this will be a major project, in which the library will need to be shut down in order to complete this process. He also explained that a new bid would be forthcoming as well.
3. **Public Comments** - There were no public comments at this time.
4. **Approval of Minutes** - A motion was made by Patty Audo and seconded by Deb Cody to approve the minutes of the June 28, 2021, meeting. All voted in favor, and the motion passed.
5. **Treasurer's Report** – Mary discussed the possibility of dissolving the current Levy Ordinance and creating a new ordinance in the future, and the effect this would have on Working Cash. Patty Audo asked if the auditor could do an adjusted journal entry to true up the numbers for the fiscal year. The Treasurer's Report was placed on file for audit.
6. **Director's Report** – Mary Aylmer shared the Director's Report for the month of July and discussed the upcoming CPLD Strategic Plan for the next three years and where the Board would like to continue their focus. The Director's Report was placed on file for the month of July.
7. **Unfinished Business** -
 - a. **Draft Employee Handbook** – A motion was made by Patty Audo and seconded by Shayne Jezek to accept and approve the Draft Employee Handbook. All voted in favor, and the motion passed.
 - b. **Emergency Response Plan** - There were suggested changes to page 5 of 22 which read *Primary consult and all Library law-related issues* to read *Primary consult for all Library law-related issues*; as well as page 18 of 22 which suggested that *marketing Coordinator* become *Marketing Coordinator*. With the suggested changes, this will be moved to next month for approval.
8. **New Business** -
 - a. **FY23 B & A Draft** - This will require action next month as the deadline is the 4th Tuesday in September.

9. Trustee Training-Google Drive - Trustee training and a number of other resources are now available on the Google Library Board Drive.

10. Announcements –

a. Deb Cody, Shayne Jezek, Toby Howell, and Carmen Jenkins worked the Pearce Run for the Health of It race for Pearce. They were acknowledged with a thank you note from Pearce.

b. A certificate of Appreciation was created for Antonette Clarke's 80th birthday. She was an original Board Trustee and President.

c. The Library staff will be representing the Library at Summer Camp and will be located in the Make a Difference Row.

d. Thursday, July 29, Mary Aylmer and Carmen Jenkins will be downtown to accept the Shademaker's Beautification Award for businesses.

11. Adjournment - A motion to adjourn was made by Patty Audo and seconded by Deb Cody at 7:01 P.M. to adjourn. All voted in favor, and the motion passed.

Respectfully submitted,

Shayne Jezek, acting Secretary