

Chillicothe Public Library
430 N. Avenue, Chillicothe, IL 61523
Board of Trustee Meeting
Monday, August 23, 2021

1. **Call to Order** -The meeting was called to order at 5:29 p.m. by President Carmen Jenkins
 - a. **Present** – Patty Audo, Deb Cody, Debbie Hill, Toby Howell, Carmen Jenkins and Library Director Mary Aylmer.
 - b. **Absent** – Cindy Bornsheuer and Shayne Jezek
2. **Phil Lenzini, CPLD attorney** shared information with the board about tax levy and other pertinent questions asked from board members.
3. **Public Comments** –
 - a. Public Hearing – Budget & Appropriation Ordinance #2022-04 – There were no comments or questions.
4. **Approval of Minutes** – A motion was made by Patty Audo and seconded by Deb Cody to approve the minutes of the July 26, 2021 meeting. The motion passed.
5. **Treasurer’s Report** – Treasurer’s report was placed on file for audit. Added to next month’s agenda will be discussion to consider moving 2nd Street property income into a special reserve to build equity for the library.
6. **Director’s Report** – Mary Aylmer shared the director’s report for the month of July. Director’s report was placed on file for the month of July.
7. **Unfinished Business** –
 - a. **Emergency Response Plan** (pp 5 & 18) A motion was made by Toby Howell and seconded by Deb Cody to accept the changes made on pp 5 & 18 of the Emergency Response Plan. The motion passed.
 - b. **FY22 Budget & Appropriation Ordinance #2022-04** – A motion was made by Deb Cody and seconded by Toby Howell to accept the amended FY22 Budget & Appropriation Ordinance #2022-04. The motion passed.

8. **New Business** –

- a. **Face Mask Policy (update)** -The current face mask policy expired in March 2021. A motion was made by Patty Audo and seconded by Deb Cody to update and revise the updated mask policy. The motion passed.
- b. **Supervisor Job Description (update)** – A motion was made by Toby Howell and seconded by Deb Cody to approve the Supervisor Job Description update. The motion passed.
- c. **Salary Ranges (update)** – A motion was made by Patty Audo and seconded by Deb Cody to approve the Salary Ranges update. The motion passed.

9. **Announcement** – Mary Aylmer and Carmen Jenkins shared their experiences working at Summer Camp and the interest that people had in the library.

10. **Adjournment** – A motion was made by Debbie Hill and seconded by Patty Audo at 8:36 p.m. to adjourn. The motion passed.

Respectfully submitted
Debbie Hill