

Chillicothe Public Library District
Board of Trustee Meeting
November 22nd, 2021

1. **Call to Order** - the meeting was called to order at 5:30 p.m. by President - Carmen Jenkins
 - **Present** - Patty Audo, Cindy Bornsheurer, Deb Cody, Toby Howell, Shayne Jezek, Mary Aylmer (Library Director) and Carmen Jenkins.
2. **Approval of Minutes** - A motion was made by Shane Jezek and seconded by Toby Howell to approve the minutes of the October 25, 2021 meeting with the addition of the Approval of the Audit added. The motion passed
3. **Treasurer's Report** - Treasurer's report was reviewed placed on file for audit
4. **Director's Report** -Director's Report was reviewed and placed in file for November
5. **Unfinished Business**
 - a. **CPLD Family Leave Policy** - A motion was made by Toby Howell and seconded by Cindy Bornsheurer to hold off taking action until January meeting.
 - b. **CPLD Bylaws** - A motion was made by Shane Jezek and seconded by Cindy Bornsheurer to continue discussion at the January meeting.
 - c. **Consideration and Action on an Ordinance** - A motion was made by Toby Howell and seconded by Shane Jezek. Role Call was done with all members (Patty Audo, Cindy Bornsheurer, Deb Cody, Toby Howell, Shayne Jezek, and Carmen Jenkins) in favor. The motion passed.
 - d. **Fund Balance Policy** - A motion was made by Debbie Cody and seconded by Toby Howell. The motion passed for policy to be Implemented immediately.
 - e. **Board of Trustee Opening** - Letter from Jean McMorro was presented and special meeting will be scheduled for 2nd week of January to review applicants.
 - f. **Director's Annual Review** - A motion was made by Toby Howell and seconded by Cindy Bornsheurer to go into closed sessions starting at 6:34 pm.
An increase to the Directors pay of 4%, starting December 2021 was voted on. A motion was made by Toby Howell and seconded by Shayne Jezek. Role Call was done with all members (Patty Audo, Cindy Bornsheurer, Deb Cody, Toby Howell, Shayne Jezek, and Carmen Jenkins) in favor. The motion passed. A motion was made by Shayne Jezek and seconded by Cindy Bornsheurer. to go back into open session at 6:38 pm.
6. **New Business**
 - a. **Service Animal Policy** - A motion was made by Patty Audo and seconded by Shayne Jezek. The motion passed.

- b. **Staff Salary Discussion** - Discussion will be continued at January's meeting with a look at individual positions and what increases need to be made.
- c. **Holiday Staff Recognition** - A decision was made to give each staff member a cash gift of \$50.00, \$125.00 allotted for staff Holiday party on the 17th with 1 hour early closure of the library. A motion was made by Toby Howell and seconded by Cindy Bornsheurer. The motion passed.

7. **Trustee Training** – Chapter 3 discussion was completed

8. **Announcements**

- a. Thank-you cards
- b. Mary presented a letter from the “Save Our Riverfront” group to the board asking the Chillicothe Library Board to support their cause opposing the Barge mooring and fleeting facility. A letter will be sent on behalf of the board.

9. **Adjournment** - A motion was made by Shayne Jezek and seconded by Cindy Bornsheurer at 7:57 p.m. to adjourn. The motion passed.

Respectfully submitted

Debbie Cody