

Chillicothe Public Library District  
Board of Trustee Meeting  
Monday, October 25th, 2021

1. **Call to order** - the meeting was called to order at 5:30 p.m. by Carmen Jenkins
  - **Preset** - Patty Audo, Deb Cody, Toby Howell, Shayne Jezek, and Carmen Jenkins.
  - **Absent** - Cindy Bornsheuer, and Mary Aylmer
2. **Presentation** of the Annual Audit was given by Kim Bird, Hopkins & Associates and Board questions were answered by Kim. A detail of depreciation will be supplied to the board.
3. **Approval of Minutes** - A motion was made by Toby Howell and seconded by Patty Audo to approve the minutes of the September 27, 2021 meeting. The motion passed.
4. **Treasurer's Report** - Treasurer's report was placed on file for audit
5. **Directors Report** - Director's Report was reviewed and placed in file for October
6. **Unfinished business** -
  - a. **Annual Audit** - A motion was made by Patty Audo and seconded by Toby Howell. The motion passed.
  - b. **CPLD Family Leave Policy** (Attachment A) - A motion was made by Patty Audo and seconded by Toby Howell to move to next month
  - c. **CPLD Bylaws** - A motion was made by Toby Howell and seconded by Debbie Cody to move to next month
7. **New business** -
  - a. **Consideration and Action on Ordinance submission of the proposition of increasing the tax rate limit to the voters in the June 28 2022 election** - A motion was made by Toby Howell and seconded by Debbie Cody to move vote to next month

- b. **Fund Balance Policy** - A motion was made by Patty Audo and seconded by Toby Howell to move to next month.
  - c. **Illinois Libraries Present IGA** - A motion was made by Patty Auto and seconded by Toby Howell to move to participate. The motion passed.
  - d. **Board of Trustee Opening** - A new search for replacement of Board of Trustee replacement for opening after Debbie Hill's resignation. Candidates discussed.
  - e. **Appointment to the office of Secretary** - A motion was made by Toby Howell and seconded by Patty Audo to allow Debbie Cody to take the spot of Board of Trustee's Secretary. The motion passed.
  - f. **Staff Salary Discussion** - Shayne asked that increase of CPLD Staff be addressed at the November meeting.
8. **Directors Annual Review** - (Closed session)
9. **Trustee Training** - Chapter 3 '*Standards of Illinois Public Libraries*' book - Personnel was moved to next month.
10. **Announcements** -
- a. **Holiday Staff Recognition** - This will be added to the November meeting agenda.
  - b. **Debbie Hill**, letter of resignation
11. **Adjournment** - A motion was made by Patty Auto and seconded by Shayne Jezek at 6:34 p.m. to adjourn. The motion passed.

Respectfully submitted  
Debbie Cody