

Chillicothe Public Library
430 N. Avenue, Chillicothe, IL 61523
Board of Trustee Meeting
September 27, 2021 at 5:30 pm

1. **Call to Order** -The meeting was called to order at 5:30 p.m. by President Carmen Jenkins
 - a. **Present** – Deb Cody, Toby Howell, Carmen Jenkins, Cindy Bornsheuer, Shayne Jezek, and Library Director Mary Aylmer.
 - b. **Absent** – Patty Audo and Debbie Hill
2. **Approval of Minutes** – A motion was made by Shayne Jezek and seconded by Cindy Bornsheuer to approve the minutes of the August 23, 2021 meeting. The motion passed.
3. **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.
4. **Director’s Report** – Mary Aylmer shared the director’s report for the month of August. Director’s report was placed on file for the month of August.
5. **Unfinished Business** –
 - a. **Corporate Levy Referendum**. A motion to approve was made by Shayne Jezek and seconded by Cindy Bornsheuer. The motion passed.
6. **New Business** –
 - a. **Budget & Appropriation Levy** – A motion to approve was made by Cindy Bornsheuer and seconded by Shayne Jezek. The motion passed.
 - b. **CPLD Family Leave Policy** – Moved to next month with changes
 - c. **CPLD Bylaws** – Review for October meeting
 - d. **Garber HVAC Quote** – A motion to accept bid was made by Shayne Jezek and seconded by Cindy Bornsheuer. The motion passed.
7. **Trustee Training** - Review of Chapter 2 checklist from ‘*Standards for Illinois Public Libraries*’ book. Next month we will review Chapter 3 (Personnel) in same publication.
8. **Adjournment** – A motion was made by Cindy Bornsheuer and seconded by Toby Howell at 7:01 p.m. to adjourn. The motion passed.

Respectfully submitted
Debbie Cody