

**Chillicothe Public Library District**  
**Board of Trustee Meeting**  
**January 24, 2022 at 5:30 pm**

1. **Call to Order** - the meeting was called to order at 5:30 p.m. by Shayne Jezek
  - Preset - Patty Audo, Deb Cody, Toby Howell, Shayne Jezek, Cindy Bornsheuer, Tom Razo and the Library Director Mary Aylmer.
  - Absent - Carmen Jenkins
2. **New Trustee Oath of Office** - The oath was administered by the Debbie Cody to Tom Razo, who fills the vacant spot left by Debbie Hill.
3. **Approval of Minutes** - A motion was made by Toby Howell and seconded by Cindy Bornsheuer to approve with proposed changes.
4. **Treasurer's Report** - Treasurer's report was placed on file for audit.
5. **Director's Report** - Director's Report was reviewed and placed in file for February.
6. **Unfinished Business**
  - a. CPLD Family Leave – A motion was made by Debbie Cody and seconded by Tom Razo to accept policy and the motion passed.
  - b. CPLD ByLaws – A motion was made by Toby Howell and seconded by Cindy Bornsheuer to approve the new Bylaws with proposed changes. The motion passed.
  - c. Current Salary Ranges – A motion was made by Toby Howell and seconded by Patty Audo to accept the current salary ranges as is, the motion passed and will be reviewed again in November meeting.
  - d. Staff Salary - Board will continue discussion at the February meeting.
7. **New Business**
  - a. 2nd Street Funds - A motion was made by Patty Audo and seconded by Toby Howell to start placing the 2nd Street Funds into the Regular Special Reserve Funds. A Roll Call Vote was done, with all present trustees (Patty Audo, Deb Cody, Toby Howell, Shayne Jezek, Cindy Bornsheuer and Tom Razo), voting Yes. The motion was passed.
  - b. 2022-23 Holiday Schedule – A motion was made by Toby Howell and seconded by Tom Razo to accept the schedule presented by Mary Aylmer. The motion passed.
  - c. COVID Paid Sick Leave Policy – Board will continue discussion at the February meeting.
  - d. Modification of Plan of Service – Decision made to leave it status quo.
8. **Trustee Training** - Chapter 4 discussion was completed, with a note to review the Library's long-term space needs.
9. **Announcements** -
  - a. Mary Aylmer informed board of donation by the St. Damien Foundation of \$3,000.00.
  - b. Thank you from staff and director for the 2021 Christmas Party
10. **Adjournment** - A motion was made by Patty Audo and seconded by Toby Howell at 7:20 p.m. to adjourn. The motion passed

Respectfully submitted

Debbie Cody