

**Chillicothe Public Library District
Board of Trustee Meeting
February 28, 2022 at 5:30 pm**

1. **Call to Order** – the meeting was called to order at 5:30 p.m. by Board President Carmen Jenkins
 - a. **Present** – Deb Cody, Toby Howell, Carmen Jenkins, Cindy Bornsheurer, Tom Razo and Library Director, Mary Aylmer
 - b. **Absent** – Patty Audo and Shayne Jezek
 - c. **Guests** – Seth Mungons, CPLD Network & Systems Specialist
2. **Approval of Minutes** – A motion was made by Cindy Bornsheurer and seconded by Toby Howell to approve the January 24,2022 meeting minutes, all voted in favor and the motion passed .
3. **Staff Introduction** – Seth Mungons, Network & Systems Specialist gave a presentation to the board about his background duties at CPLD.
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 March.
6. **Unfinished Business**
 - a. **Voluntary IMRF payment** – move to the March agenda for vote.
 - b. **Staff Salary** – More discussion will be had at the March meeting. Mary will supply the trustees with a 'Salaries Packet'.
 - c. **COVID Paid Sick Leave Policy** – A motion was made by Toby Howell and seconded by Cindy Bornsheurer to approve the policy, all voted in favor and the motion passed.
7. **New Business**
 - a. **Materials Selection Policy** – move to the March agenda for vote.
 - b. **Trustee requests for information** – It was decided that the procedure for requests of the Library Director will go through the Board President, then put on the following meeting agenda for discussion.
 - c. **Library Hours** – A vote on extending or keeping hours as they are will be voted on at the March meeting.
8. **Trustee Training** – Chapter 5, 6 & 7 was completed.
9. **Announcements** – Carmen Jenkins informed the board that Patty Audo has submitted her resignation to the board of CPLD, a new trustee will be needed.
The City Council is conducting a TIF meeting in March. More information will be needed on date and time. Mary suggested that a board member should be in attendance.
10. **Adjournment** – A motion was made by Cindy Bornsheurer and seconded by Tom Razo at 7:18 p.m. to adjourn. All voted in favor, the motion passed.