

**Chillicothe Public Library District  
Board of Trustee Meeting  
March 16, 2022 at 5:27 pm**

1. **Call to Order** – the meeting was called to order at 5:27 p.m. by Board President Carmen Jenkins
  - a. Present – Cindy Bornsheuer, Deb Cody, Toby Howell, Carmen Jenkins, Shayne Jezek, Tom Razo and Library Director, Mary Aylmer
  - b. Guests – Lisa Jeffries – Circulation & ILL Supervisor
2. **Approval of Minutes** – A motion was made by Toby Howell and seconded by Tom Razo to approve the February 28,2022 meeting minutes, all voted in favor .
3. **Staff Introduction** – Lisa Jeffries gave presentation on her role in the library.
4. **Treasurer's Report** – Treasurer's report was will be placed on file for audit. Financial reports from the accountant will be sent under separate cover by the end of the month.
5. **Director's Report** – Director's Report was reviewed and placed on file for March.
6. **Unfinished Business**
  - a. **Voluntary IMRF payment** - A motion was made by Deb Cody and seconded by Shayne Jezek to approve the policy, all voted in favor and the motion passed.
  - b. **Staff Salary** – It was decided that Mary will supply more information and discussion will continue at April's meeting.
  - c. **Materials Selection Policy** – A motion was made by Toby Howell and seconded by Tom Razo to approve the policy, all voted in all voted in favor and the motion passed .
7. **New Business**
  - a. Employee Incurred Expense Reimbursement Policy – A motion was made by Tom Razo and seconded by Shayne Jezek to approve the policy, all voted in favor and the motion passed.
  - b. Current Social Media Policy - A motion was made by Toby Howell and seconded by Shayne Jezek to approve the policy, all voted in favor and the motion passed.
8. **Trustee Training** – Chapter 8 & 9 was completed
9. **Announcements** – Use of TIF money was decided at the Chillicothe City Council board March board meeting.
10. **Adjournment** A motion was made by Shayne Jezek and seconded by Cindy Bornsheurer at 6:50 p.m. to adjourn. All voted in favor, the motion passed.