

Chillicothe Public Library District
Board of Trustee Meeting
May 23, 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, Shayne Jezek, Carmen Jenkins, Cindy Bornsheurer, Tom Razo and Library Director, Mary Aylmer
 - b. **Guests** – Madeline Fennell
2. **Approval of Minutes** – A motion was made by Shayne Jezek and seconded by Cindy Bornsheurer to **approve** with change to (9.) announcements from ‘The library received has’ to ‘The library has received’ the April 25, 2022 meeting minutes, all voted in favor .
3. **Staff Introduction** – Madeline Fennell explained her duties and contributions to the library as Acquisitions Assistant.
4. **Treasurer's Report** – Treasurer’s report was reviewed and placed on file for audit
 - a. At June’s meeting an action will need to be made on amount of funds to move from CEFCU to Better Banks.
5. **Director's Report** – Director’s Report was reviewed and placed on file for April
6. **Unfinished Business**
 - a. **FY23 Staff Salary** - A motion was made by Tom Razo and seconded by Toby Howell to approve the FY23 Salary recommendations. A Roll Call Vote was done, with all trustees (Carmen Jenkins, Shayne Jezek, Toby Howell, Tom Razo, Cindy Bornsheurer and Deb Cody), voting yes. The motion was passed.
7. **New Business**
 - a. **FY23 Line Item Budget** – A motion was made by Shayne Jezek and seconded by Tom Razo to approve the FY23 Line item budget with a change to the Captital Improvem ent line to go from N/A to \$25,000.00. A Roll Call Vote was done, with all trustees (Carm en Jenkins, Shayne Jezek, Toby Howell, Tom Razo, Cindy Bornsheurer and Deb Cody), voting yes. The motion was passed. The directors report will include an annu alized trend column in the monthly reports.
 - b. **Meeting Dates Ordinance #2022-07** - A motion was made by Cindy Bornsheurer and seconded by Tom Razo to approve, all voted in favor.
 - c. **Acquisitions Associate Job Description** - A motion was made by Toby Howell and seconded by Tom Razo to approve the policy, all voted in favor.

- d. **Employee Recognition Policy** - A motion was made by Tom Razo and seconded by Toby Howell to approve the policy with the birthday floating holiday removed and under 'Holiday' to change 'holiday gift of \$50' to 'annual monetary holiday gift', all voted in favor.

8. Trustee Training – Chapter 12 was completed

9. Announcements – Mary had two announcements:

- a. Sixteen memorial donations have been received from the Bonnie Swanson Memorial at a total of \$835. This money is designated to go to the Children's Department.
- b. Peoria County is in high Covid alert. For now the library will highly recommend masks, however there will not be a mask mandate at this time.

10. Adjournment A motion was made by Tom Razo and seconded by Toby Howell at 7:09 p.m. to adjourn. All voted in favor, the motion passed.