



**Chillicothe Public Library Rescheduled|  
Board of Trustees Meeting  
October 23, 2022**

1. **Call to Order** the meeting was called to order at 5:30 p.m. by Board President Carmen Jenkins
  - a. **Present** – Carmen Jenkins, Deb Cody, Shayne Jezek, Tom Razo, Colleen DeFord, Cindy Bornsheurer and Library Director, Mary Aylmer
  - b. **Absent** – Toby Howell
2. **Audit Review** - (Guest) Kim Bird, Auditor at Hopkins & Associates gave an overview of the annual financial report for 2022
3. **Approval of Minutes** for September 26 2022 A motion was made by Tom Razo and seconded by Shayne Jezek to approve with an amendment to line item 5.b.: Colleen DeFord did not second the motion, it will be corrected to reflect that Debbie Cody was the trustee to second that motion.
4. **Treasurer's Report** - Treasurer's report was reviewed and placed on File for audit.
5. **Director's Report** -Director's Report was reviewed and placed on file for September
6. **Unfinished Business**
  - a. **Director's Annual Review** – discussion of this portion of the meeting was held in closed session pursuant to 5 ILCS 120/2 (c)(1) at 6:15pm. A motion was made by Shayne Jezek and seconded by Tom Razo to go into closed session. At 6:50 p.m. a motion was made by Tom Razo and seconded by Shayne Jezek to go back into open session, all approved. At that point Mary Aylmer, the library director returned to the meeting to go over the review and goals for the coming year. Mary's pay increase that was approved at the May 23, 2022 meeting will take affect November 1, 2022.
7. **New Business**
  - a. **Approval of Bills process** - Discussion was moved to the November meeting after the board director discusses the current process with Phil Lenzini, the library attorney.
  - b. **FOIA policy** – A motion was made by Tom Razo and seconded by Debbie Cody to approve with indicated revisions from Mary and the removal of Toby Howell as Treasurer.
  - c. **Photography and Video policy** – A motion was made by Shayne Jezek and seconded by Debbie Cody to approve.
  - d. **Security Camera policy** – A motion was made by Cindy Bornsheurer and seconded by Tom Razo to approve.
  - e. **Bloodborne Pathogens policy** – A motion was made by Debbie Cody and seconded by Bornsheurer to approve.
  - f. **Alcohol policy** – A motion was made by Tom Razo and seconded by Shayne Jezek to approve with changes to note 1.C. (libraries to library and removal of 'in Section 1).
  - g. **Trustee resignation** – Toby Howell's resignation letter was presented and discussion of a replacement was started. Carmen will contact Nick Carmack about filling the opening
  - h. **Appointment of Treasurer** – A motion was made by Debbie Cody and seconded by Shayne Jezek for Tom Razo to fill the Treasurer position (previously held by Toby Howell). The officer listing will change to include Tom as Treasurer with the remaining board officers staying as is with, Carmen Jenkins; President, Shayne Jezek; Vice-President and Debbie Cody; Secretary
8. **Trustee Training** -Standards for Illinois Libraries - review chapters 1-3 was completed, with discussion of the different types of public libraries.
9. **Announcements** – Shayne let Mary know that Donna Sturm, an area Master Gardener will be contacting Mary about what she can do to help on library grounds, regarding such things as a burn in the natural habitat area.
10. **Adjournment** A motion was made by Shayne Jezek and seconded by Tom Razo at 7:35 p.m. to adjourn. All voted in favor, the motion passed.

Respectfully submitted by Debbie Cody