



**Chillicothe Public Library District
Board of Trustees Meeting
November 28, 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
2. **Approval of Minutes:** October 23, 2022 minutes were reviewed and a motion was made by Tom Razo and seconded by Cindy Bornsheurer to approve. All voted in favor.
3. **Treasurer's Report:** Treasurer's report was reviewed and suggestions for report format changes were made. A motion was made by Tom Razo and seconded by Shayne Jezek to approve and place report on file for audit, all voted in favor.
4. **Director's Report:** Director's Report was reviewed and placed on file for October
5. **Unfinished Business**
 - a. **Approval of bills procedure:** A motion was made by Debbie Cody and seconded by Tom Razo to approve. A Roll Call Vote was done, with all trustees (Shayne Jezek, Tom Razo, Cindy Bornsheuer, Colleen DeFord, Debbie Cody and Carmen Jenkins), voting yes. The motion was passed.
6. **New Business**
 - a. **Staff Christmas party and gift:** A motion was made by Shayne Jezek and seconded by Cindy Bornsheuer to approve. A Roll Call Vote was done, with all trustees (Shayne Jezek, Tom Razo, Cindy Bornsheuer, Colleen DeFord, Debbie Cody and Carmen Jenkins), voting yes. The motion was passed
 - b. **Public meeting room rental rates:** Discussion will continue at the January meeting.
 - c. **Director's review period:** A motion was made by Tom Razo and seconded by Debbie Cody to change the month of review to the end of June, all voted in favor.
 - d. **Resolution of Library credit card:** A motion was made by Shayne Jezek and seconded by Tom Razo to approve, all voted in favor.
 - e. **Credit Card Policy:** Changes requested will be reviewed and voted on at the January meeting.
 - f. **Hours and holiday policy:** A motion was made by Debbie Cody and seconded by Cindy Bornsheuer to approve, with the additional notation that the Board of Trustees approves the determined dates, all voted in favor.
 - g. **Salary range policy:** A motion was made by Tom Razo and seconded by Shayne Jezek to approve, all voted in favor.
 - h. **Patron Conduct Policy:** A motion was made by Cindy Bornsheuer and seconded by Shayne Jezek to approve, all voted in favor.
 - i. **Programming Assistant - Job Description:** Comparison will be looked at between this and the Program Directors job description, and revisited at the January meeting.
7. **Trustee Training:** Standards for Illinois Libraries - review chapters 4-6 was completed.
8. **Announcements:** Carmen will reach out to Cortney Millar for filling vacant Trustee position. Cindy Bornsheuer let the board know she will be absent at the January meeting.
9. **Adjournment:** A motion was made by Cindy Bornsheuer and seconded by Tom Razo at 7:20 p.m. to adjourn. All voted in favor, the motion passed.

Respectfully submitted by Debbie Cody