



**Chillicothe Public Library Rescheduled|
Board of Trustees Meeting
January 23, 2023**

1. **Call to Order** the meeting was called to order at 5:33 p.m. by Board President Carmen Jenkins
 - a. **Present:** Carmen Jenkins, Deb Cody, Shayne Jezek, Colleen DeFord and Library Director, Mary Aylmer
 - b. **Absent:** Tom Razo and Cindy Bornsheurer
2. **Approval of Minutes:** Approval of Minutes for November 28, 2022. A motion was made by Debbie Cody and seconded by Colleen DeFord to approve, all voted in favor
3. **Approval of Minutes:** Approval of Minutes for January 4, 2023, Special Meeting. A motion was made by Shayne Jezek and seconded by Colleen DeFord to approve, all voted in favor
4. **Approval of Bills:** Approval of presented bills for payment. A motion was made by Debbie Cody and seconded by Shayne Jezek to approve. A Roll Call Vote was done, with all trustees (Shayne Jezek, Colleen DeFord, Debbie Cody and Carmen Jenkins), voting yes. The motion was passed
5. **Treasurer's Report:** The report was reviewed and a note made to discuss how to increase library income at the February meeting. Report to be put on file for audit.
6. **Director's Report:** Report was reviewed and put on file for December. Note made for February agenda to continue discussion of raising rental fee for public meeting room and review the Strategic Plan
7. **Unfinished Business:**
 - a. **Credit Card Policy:** A motion was made by Shayne Jezek and seconded by Colleen DeFord to approve, all voted in favor
 - b. **Job Descriptions: Programming Assistant & Outreach Supervisor** A motion was made by Debbie Cody and seconded by Shayne Jezek to approve, all voted in favor
 - c. **Salary Range 22-23:** A motion was made by Shayne Jezek and seconded by Debbie Cody to approve, all voted in favor
8. **New Business:** Names were discussed to fill the open Trustee position.
9. **Trustee Training:**
 - d. Standards for Illinois Libraries - review chapters (7-9)
10. **Announcements:** Thank you card from the library staff was shared for the holiday gift
11. **Adjournment:** The meeting was called to adjourn at 6:52 p.m. A motion was made by Shayne Jezek and seconded by Colleen DeFord to adjourn, all voted in favor

Respectfully submitted by Debbie Cody