



**Chillicothe Public Library District
Regular Meeting of the Board of Trustees
February 27, 2023**

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, Colleen DeFord, Tom Razo, Cindy Bornsheurer, Kevin Gorman (newly appointed trustee) and Library Director, Mary Aylmer
2. **Approval of Minutes**
 - a. **January 23, 2023 meeting** - A motion was made by Shayne Jezek and seconded by Tom Razo to approve. All voted in favor
 - b. **February 22, 2023 Special meeting** - A motion was made by Tom Razo and seconded by Cindy Bornsheurer to approve. All voted in favor
3. **Approval of Bills** - Approved all presented bills for payment. Tom Razo will supply a new template for presenting to the board at the March meeting. A motion was made by Tom Razo and seconded by Shayne Jezek to approve. A Roll Call Vote was done, with all trustees (Tom Razo, Colleen DeFord, Cindy Bornsheurer, Shayne Jezek, Debbie Cody and Carmen Jenkins), voting in favor. The motion passed
4. **Oath of Office for Appointed Trustee** –Kevin Gorman was sworn in to replace Toby Howell as a CPLD trustee
5. **Treasurer’s Report** – Mary will check with Dwight on the Annual Budget total. Report will be placed on file for audit
6. **Directors Report** – Report was reviewed and will be put on file for January
7. **Unfinished Business** –
 - a. **Public Meeting Room rental fee** – A motion was made by Debbie Cody and seconded by Tom Razo to raise the rental fee to \$40.00 per 3 hours, with refundable \$50.00 deposit. The director will have discretion on adjusting the fee for non-profits. All voted in favor, the motion passed
 - b. **Policy Review** –
 - a. **Identity Protection** – A motion was made by Tom Razo and seconded by Cindy Bornsheurer to approve, with format changes made. All voted in favor, the motion passed
 - b. **Sexual Harassment** – A motion was made by Debbie Cody and seconded by Shayne Jezek to approve, with format changes made. All voted in favor, the motion passed
 - c. **Prohibited Gifts (Gift Ban Act)** – A motion was made by Tom Razo and seconded by Cindy Bornsheurer, to approve with a semi-colon added at the end of line item eight. All voted in favor, the motion passed
 - d. **Travel Expense** – A motion was made by Shayne Jezek and seconded by Tom Razo to approve, with the title of the actual form changed to *Travel, Meal and Lodging Expense Reimbursement Form* to match the name given in the Policy. All voted in favor, the motion passed
 - e. **Authority to Spend** – A motion was made by Tom Razo and seconded by Cindy Bornsheurer to approve. All voted in favor, the motion passed
8. **New Business** –
 - a. **Public Comment Policy** – New policy was discussed, and it was decided to move topic for approval to the March meeting
9. **Trustee Training** - Standards for Illinois Libraries - review chapters (10-13) was finished
10. **Announcements** – There were no announcements
11. **Adjournment** – A motion was made by Tom Razo and seconded by Shayne Jezek at 6:49 p.m. to adjourn. All voted in favor, the motion passed

Respectfully submitted by Debbie Cody