



**Chillicothe Public Library District
Regular Board of Trustees Meeting
May 22, 2023 @ 5:34 pm**

1. **Call to Order:** the meeting was called to order at 5:34 p.m. by Board President Carmen Jenkins
 - a. **Present:** Carmen Jenkins, Deb Cody, Shayne Jezek, Colleen DeFord, Cindy Bornsheurer, Kevin Gorman and Library Director, Mary Aylmer
 - b. **Absent:** Tom Razo
2. **Oath of Office:** Carmen Jenkins and Colleen DeFord
3. **Appointment of Officers for the Chillicothe Public Library District board of trustees:**
 - **President:** Carmen nominated Shayne Jezek. A motion was made by Carmen Jenkins and seconded by Debbie Cody for Shayne Jezek to hold the office of President. All voted in favor and the motion passed.
 - **Vice-President:** Shayne Jezek nominated Carmen Jenkins. A motion was made by Shayne Jezek and seconded by Cindy Bornsheurer. All voted in favor and the motion passed.
 - **Treasurer:** Carmen Jenkins nominated Tom Razo. A motion was made by Debbie Cody and seconded by Colleen DeFord. All voted in favor and the motion passed.
 - **Secretary:** Carmen Jenkins nominated Debbie Cody. A motion was made by Carmen Jenkins and seconded by Shayne Jezek. All voted in favor and the motion passed.
4. **Approval of Minutes:** A motion was made by Kevin Gorman and seconded by Shayne Jezek to approve minutes with a date check on item 6.a. All voted in favor the motion passed.
5. **Approval of Bills:** Approval of presented bills for payment. A motion was made by Carmen Jenkins and seconded by Cindy Bornsheurer to approve with one change to be made in future reports. The board asked that the dates for the reports reflect the date of checks issued within the report, also the code for Jacob Brothers Commercial Cleaning LLC, to be changed from 'Repairs' to 'Tort'. A Trustee roll call vote was done, (Shayne Jezek, Colleen DeFord, Cindy Bornsheurer, Debbie Cody, Kevin Gorman and Carmen Jenkins), voting in favor. The motion passed.
6. **Treasurer's Report** – Report will be placed on file for audit.
7. **Directors Report** – Report to be placed on file for April.
8. **Unfinished Business** –
 - a. **Policy Review - Salary Ranges** – A motion was made by Debbie Cody and seconded by Kevin Gorman to approve, with the salary changes starting in July 2023 instead of January 2024. All voted in favor, the motion passed.
9. **New Business** –
 - a. **FY24 meeting dates ordinance** – A motion was made by Cindy Bornsheurer and seconded by Carmen Jenkins to approve. All voted in favor, the motion passed.
 - b. **Maintenance Levy ordinance & Public Notice** – A motion was made by Carmen Jenkins and seconded by Colleen DeFord to approve with typo fixed from 'Illinois Fo' to 'Illinois For'. All voted in favor, the motion passed.
 - c. **Resolution to open a bank account** – A motion was made by Carmen Jenkins and seconded by Debbie Cody to approve. All voted in favor, the motion passed.
 - d. **Review of Safe Deposit contents** – It was decided to keep only items referencing the current library building. Mary will apply for a Records Disposal Certificate before items are discarded. Discussion was had about getting a fire safe box at the library and discontinuing the bank safe deposit box rental.
10. **Trustee Training** - A review of the Freedom to Read Statement
11. **Announcements** –
 - Mary shared that Dick Durbin responded from a note that was sent to all elected officials in the district, with a complimentary 2-page letter thanking the library and giving his continued support.
 - An executive/closed session meeting will be conducted on Monday, June 5 at 5 p.m. to discuss the Director's Annual Review.
12. **Adjournment** – A motion was made by Kevin Gorman and seconded by Cindy Bornsheurer at 6:54 p.m. to adjourn. All voted in favor, the motion passed.

Respectfully submitted by Debbie Cody