



**Chillicothe Public Library District
Regular Board of Trustees Meeting
June 26, 2023 @ 5:30 pm**

1. **Call to Order** the meeting was called to order at 5:30 p.m. by Board President Shayne Jezek
 - a. **Present** – Carmen Jenkins, Deb Cody, Colleen DeFord, Tom Razo, Cindy Bornsheurer, Kevin Gorman, Shayne Jezek and Library Director, Mary Aylmer
2. **Appointment of Trustee - Kevin Gorman**
3. **Approval of Minutes**
 - a. **May 22, 2023 meeting** - A motion was made by Carmen Jenkins and seconded by Cindy Bornsheurer 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 Tom Razo to approve. A Roll Call Vote (done), with all trustees (Carmen Jenkins, Colleen DeFord, Cindy Bornsheurer, Debbie Cody, Kevin Gorman, Tom Razo and Shayne Jezek), voting to approve. The motion passed
5. **Treasurer's Report** – A new format for reporting the budget will be presented at next months meeting. Months report will be placed on file for audit
6. **Directors Report** – Report will be placed on file for May
7. **Unfinished Business** –
 - **Director's Annual Review** – A motion was made by Carmen Jenkins and seconded by Tom Razo at 6:15 p.m. to go into closed session for discussion. All voted in favor, the motion passed
 - A motion was made by Tom Razo and seconded by Carmen Jenkins at 7:00 p.m. to return to open session. All voted in favor, the motion passed
 - **Library Director Pay Raise** - A motion was made by Debbie Cody and seconded by Tom Razo to give Mary Aylmer, library director, a 3.5% increase in FY24. A Roll Call Vote (done), with all trustees (Carmen Jenkins, Colleen DeFord, Cindy Bornsheurer, Debbie Cody, Kevin Gorman, Tom Razo and Shayne Jezek), voting to approve. The motion passed
 - a. **Policy Review** -
 - **Equipment & Internet Use** – A motion was made by Debbie Cody and seconded by Carmen Jenkins to approve. All voted in favor, the motion passed
 - **Materials Selection** – A motion was made by Tom Razo and seconded by Kevin Gorman to approve. All voted in favor, the motion passed
 - **Patron Conduct** – A motion was made by Carmen Jenkins and seconded by Cindy Bornsheurer to approve. All voted in favor, the motion passed
 - **Hours & Holidays** – A motion was made by Tom Razo and seconded by Debbie Cody to approve. All voted in favor, the motion passed
 - b. **FY 24 Working Budget** – A motion was made by Tom Razo and seconded by Debbie Cody to approve with the voted in salary increases and the increase to the Capital Improvements. A Roll Call Vote (done), with all trustees (Carmen Jenkins, Colleen DeFord, Cindy Bornsheurer, Debbie Cody, Kevin Gorman, Tom Razo and Shayne Jezek), voting to approve. The motion passed
 - **FY24 Line Item Budget 498 Capital Improvement increase** – A motion was made by Tom Razo and seconded by Carmen Jenkins to increase the amount from \$50,000.00 to \$100,000.00. A Roll Call Vote (done), with all trustees (Carmen Jenkins, Colleen DeFord, Cindy Bornsheurer, Debbie Cody, Kevin Gorman, Tom Razo and Shayne Jezek), voting to approve. The motion passed
 - **FY24 Salary Increase** – A motion was made by Carmen Jenkins and seconded by Tom Razo to increase full-time employees salaries 3-5% per the director's discretion. Part-time increase part-time employees to \$14.00/hour. A Roll Call Vote (done), with all trustees (Carmen Jenkins, Colleen DeFord, Cindy Bornsheurer, Debbie Cody, Kevin Gorman, Tom Razo and Shayne Jezek), voting to approve. The motion passed
8. **New Business** –
 - a. **Maintenance Levy for Marshall County** – A motion was made by Carmen Jenkins and seconded by Tom Razo . All voted in favor, the motion passed
 - b. **FY24 Non-Resident Card Resolution** – A motion was made by Cindy Bornsheurer and seconded by Debbie Cody for the non-resident card rate to be changed to \$108.32. All voted in favor, the motion passed
 - c. **Purchasing Policy** – A motion was made by Tom Razo and seconded by Cindy Bornsheurer . All voted in favor, the motion passed
 - d. **Educational Reimbursement Request** – A motion was made by Carmen Jenkins and seconded by Tom Razo to reimburse Madeline Fennell \$500.00 for job related courses . All voted in favor, the motion passed
 - e. **Pearce 5K** - Carmen Jenkins, Cindy Bornsheurer, Shayne Jezek and Debbie Cody volunteered to help at this event

9. **Trustee Training** - No training was done this month

10. **Announcements** –

- CPLD received Per Capita amount of \$18,000.00 and will receive it's first tax revenue distribution of approximately \$290,000.00.
- Catherine Barnett, Outreach & Programming Supervisor was awarded a \$6,000.00 grant from the Public Library Association for work done on 'What the Tech'

11. **Adjournment** – A motion was made by Tom Razo and seconded by Kevin Gorman at 7:37 p.m. to adjourn. All voted in favor, the motion passed

Respectfully submitted by Debbie Cody