



**Chillicothe Public Library District
Regular Board of Trustees Meeting
November 27, 2023 @ 5:37 pm**

1. **Call to Order** the meeting was called to order at 5:37 p.m. by Board President Shayne Jezek
 - a. **Present** – Carmen Jenkins, Deb Cody, Shayne Jezek, Colleen DeFord, Cindy Bornsheurer, Kevin Gorman and Library Director, Mary Aylmer
 - b. **Absent** – Tom Razo
2. **Staff Introduction** - Rescheduled
3. **Public Comments** - None
4. **Approval of Minutes** - A motion was made by Colleen DeFord and seconded by Kevin Gorman to approve. All voted in favor.
5. **Approval of presented bills for payment.** A motion was made by Debbie Cody and seconded by Cindy Bornsheurer to approve. A Roll Call Vote in favor, with all trustees (Carmen Jenkins, Colleen DeFord, Cindy Bornsheurer, Debbie Cody, Kevin Gorman and Shayne Jezek), voting yes. The motion passed.
6. **Treasurer’s Report** – To be placed on file for October
 - a. **Better Bank CD** - The board gives the library director permission to role the CD over for another 6 months A motion was made by Cindy Bornsheurer and seconded by Carmen Jenkins to approve. All voted in favor.
7. **Directors Report** – To be placed on file.
 - a. **IT services** - There was a discussion about the IT options. It was decided to keep Seth on half time as he has been. Mary will also offer Seth the option of additional time as needed by the Library at a rate of \$25/hour, with a minimum of 2 hours.
8. **Unfinished Business** –
 - a. **Background Check.** The procedures for new hires will stay as is: checking references and sex offender database. The information will be noted and kept on file. A motion was made by Carmen Jenkins and seconded by Debbie Cody to to approve. All voted in favor. The motion passed.
9. **New Business** –
 - a. **Paid Leave For All Workers Policy.** Changes discussed will be made to the policy and voted on at the January meeting.
 - b. **Remote Work Policy.** Positions will be reviewed at the next meeting and it will be decided which ones will be eligible for remote work and which will not before a policy is decided.
 - c. **Whistleblower Policy.** Second from last paragraph, will start out as, ‘*The Executive Director and/or Board President shall investigate the ...*’ With this change a motion was made by Carmen Jenkins and seconded by Debbie Cody to to approve. All voted in favor.
 - d. **Prohibited Gift and Political Activity Policy.** With the following changes: **(a) Under Prohibited Political Activities**, change Hinsdale to Chillicothe. **(b) Under Exceptional Gifts** at the end of last sentence add: ‘*Written proof of the action must be provided to the Library.*’ **(c) Under Disposition of Gifts** point (1), add sentence that reads: ‘*Written proof of the action must be provided to the Library.*’ A motion was made by Cindy Bornsheurer and seconded by Carmen Jenkins to approve with changes. All voted in favor.
 - e. **Staff holiday gift & party.** All employees will receive the \$50 bonus and the Library will close at 3pm on December 22, 2023. A motion was made by Carmen Jenkins and seconded by Cindy Bornsheurer to approve. All voted in favor.
10. **Trustee Training** - None
11. **Announcements** –
 - a. Roger Wehage brought in a \$500 donation for the library and said CAT will double match the amount.
 - b. Kevin Gorman informed the board he will not be at the June meeting as he and his wife are expecting a baby that month.
12. **Adjournment** – A motion was made by Debbie Cody and seconded by Kevin Gorman at 7:11 p.m. to adjourn. All voted in favor, the motion passed.

Respectfully submitted by Debbie Cody