



**Chillicothe Public Library District
Regular Board of Trustees Meeting
January 29, 2024 @ 5:32 pm**

1. **Call to Order** the meeting was called to order at 5:32 p.m. by Board President Shayne Jezek
 - a. **Present** – Carmen Jenkins, Deb Cody, Shayne Jezek, Colleen DeFord, Tom Razo and Cindy Bornsheurer
 - b. **Absent** – Kevin Gorman and Library Director, Mary Aylmer
2. **Staff Introduction** - Amelia Owdom – Communications & Marketing for CPLD
3. **Public Comments** - None
4. **Approval of Minutes** - A motion was made by Carmen Jenkins and seconded by Tom Razo to approve. All voted in favor.
5. **Approval of presented bills for payment.** A motion was made by Debbie Cody and seconded by Colleen DeFord to approve. A Roll Call Vote was taken, with all trustees (Shayne Jezek, Colleen DeFord, Cindy Bornsheurer, Debbie Cody, Tom Razo and Carmen Jenkins), voting to approve. The motion passed.
6. **Treasurer’s Report** – Reviewed and to be placed on file for December
7. **Directors Report** – Reviewed and to be placed on file. Discussion to review IT for library with the Director at February’s meeting
8. **Unfinished Business** – None
9. **New Business** –
 - a. **Paid Time Off Policy.** A motion was made by Carmen Jenkins and seconded by Tom Razo to approve with changes that include adopting the previous verbiage for ‘payed time off for full time’ employees with the newly proposed part-time employee verbiage. All voted in favor
 - b. **Remote Work Policy** – Decision was made that no policy was needed at this time.
 - c. **Inclement Weather Policy/Emergency Response Plan** – Policy was reviewed and can stay as it currently is written.
10. **Trustee Training** - Review of Chapter 12 Technology in the Standards for Illinois Public Libraries.
11. **Announcements** – Items to discuss at the February meeting should include: (1) Possible development of Internal Controls Policy, (2) Request an introductory meeting with new financial firm, that is handling accounting for library, (3) Schedule an Executive Session to review Director’s reimbursement for Health Insurance at the February meeting.
12. **Adjournment** – A motion was made by Tom Razo and seconded by Cindy Bornsheurer at 6:49 p.m. to adjourn. All voted in favor, the motion passed.

Respectfully submitted by Debbie Cody