



**Chillicothe Public Library District
Regular Board of Trustees Meeting
Monday, August 26,, 2024 @5:31 pm**

1. **Call to Order** the meeting was called to order at 5:31 p.m. by Board President Shayne Jezek
 - a. **Present** – Carmen Jenkins, Deb Cody (arrived shortly after 6 p.m.), Tom Razo, Robert Alvarado, Stacey Long, Sharon Hollandsworth, Shayne Jezek and Library Director, Mary Aylmer
2. **Public Comments** - None
3. **Public Hearing - Budget & Appropriation Ordinance** - No one present
4. **ISL Construction Grant Concrete Project bid award** - A motion was made by Stacy Long and seconded by Tom Razo to accept I.C.C.I.'s bid as recommended by Mohr & Kerr. A Roll Call Vote was done with all trustees (Carmen Jenkins, Tom Razo, Stacey Long, Robert Alvarado, Sharon Hollandsworth and Shayne Jezek). All voted to accept.
5. **Approval of Minutes** - A motion was made by Sharon Hollandsworth and seconded by Carmen Jenkins to approve with corrections made to spacing in Stacy Long's name and '6 of 6' in bullet point 8.b. All voted to accept.
6. **Approval of presented bills** - A motion was made by Sharon Hollandsworth and seconded by Robert Alvarado to approve. A Roll Call Vote was done with all trustees (Carmen Jenkins, Tom Razo, Stacey Long, Robert Alvarado, Sharon Hollandsworth and Shayne Jezek). All voted to accept.
7. **Treasurer's Report** – To be placed on file for audit. Tom Razo will reach out to accountant, Lisa Cothron, to fix wrong information in annual budget.
8. **Directors Report** – Mary submitted her letter of resignation as CPLD library director, this will be placed on file. She would like someone to be selected and to start in early November to prepare for meeting as there is no December meeting. Tom Razo made mention of Mary mentoring the new candidate.
9. **Unfinished Business** –
 - a. **Salary & Compensation Policy** –A motion was made by Sharon Hollandsworth and seconded by Robert Alvarado to approve with changes. Changes to be made are: heading changed to Employee Compensation Policy. All voted to accept. Merit increase discussion was moved to future agenda.
 - b. **Salary Range Policy** –A motion was made by Stacey Long and seconded by Tom Razo to approve, with changing the salary range to be \$65,000.00 – \$100,000.00. All voted to accept. To be able to better understand the IMRF benefit, it was discussed that having a representative come to a board meeting in future would help in making decisions about this benefit.
 - c. **Director Job Description** –It was decided to have a special meeting on Wednesday, September 4, 2024 at 5:30 p.m. to review this topic and finalize the writing. Mary will submit to all board members a job description pertaining to the Chillicothe Public Library District, and they will make changes prior to the meeting for discussion and approval.

10. **New Business** –

- a. **FY26 Budget & Appropriation Ordinance #2025-06** – A motion was made by Debbie Cody and seconded by Carmen Jenkins to approve. All voted in to accept.
- b. **Hours & Holidays Policy** – A motion was made by Tom Razo and seconded by Sharon Hollandsworth to approve. All voted in to accept.
- c. **Director’s Job Post** – Moved to the September 4th meeting date.

11. **Announcements** – Sharon Hollandsworth informed the board about the Swing Band Co-op with Shore Acres Park District which she attended and gave a positive review.

12. **Adjournment** – A motion was made by Robert Alvarado and seconded by Tom Razo. All voted in favor. at 7:03 p.m. to adjourn. All voted in favor, the motion passed.

Respectfully submitted by Debbie Cody (*notes taken by Carmen Jenkins*)