



**Chillicothe Public Library District  
Board of Trustees Meeting  
Monday, March 24, 2025 @ 5:30 pm**

1. **Call to Order** - the meeting was called to order at 5:31 p.m. by Board Vice President, Stacey Long
  - a. **Present** – Stacey Long, Sharon Hollandsworth, Robert Alvarado, Carmen Jenkins and Library Director, Tom Razo, Shayne Jezek, Deb Cody, CPLD Director Alyce Jackson
2. **Public Comments** – N/A
3. **Approval of Minutes** – A motion was made by Sharon Hollandsworth and seconded by Carmen Jenkins to approve. All voted in favor.
4. **Approval of presented bills** -
  - a. **February 26 thru March 25, 2025, bills** - A motion was made by Shayne Jezek and seconded by Sharon Hollandsworth to approve. A Roll Call Vote was done, with all trustees (Stacey Long, Carmen Jenkins, Sharon Hollandsworth, and Robert Alvarado), voting to approve. All voted in favor.
5. **Treasurer's Report** – To be placed on file.
6. **Directors Report** – To be placed on file.
7. **Unfinished Business** –
  - a. Investment Policy – Select the shortest policy example. Move to April meeting to wordsmith.
8. **New Business – Review Policies** – Discussions
  - a. **Study Room Policy (A.6)** – Move to April for approval
  - b. **Travel Policy and Expense Form (C.14)** – Review every November. Move to April for approval.
  - c. **Remote Meeting Attendance Policy (A.16)** – Move to April for approval.
9. **Trustee Training** – Reviewing Serving Our Public 4.0 for Per Capita Grant, Chapter 4-6.
10. **Announcements** –
  - a. Two high school students asked if they could work on a project to promote the library. They will contact Alyce.
  - b. Annual performance reviews coming up and need to be approved in May.
  - c. Sharon Hollandsworth selected as the Chillicothe Park District Volunteer of the Year!
11. **Adjournment** – A motion was made by Sharon Hollandsworth and seconded by Shayne Jezek to adjourn at 6:41 p.m. All voted in favor.

Respectfully submitted by Carmen Jenkins