



Chillicothe Public Library District
Regular Board of Trustees Meeting
Monday, September 22, 2025 5:30 pm

1. Call to Order – the meeting was called to order at 5:30 p.m. by Board President Deb Cody
 - a. Present – Deb Cody, Jen Jeakins, Stacey Long, Pam Prunch and Board of Director Alyce Jackson.
 - b. Absent – Homer Williams, Tom Razo and Sharon Hollandsworth
2. Public Comments – None
3. Approval of Minutes
 - a. August 25 Regular Meeting – a motion to approve was made by Pam Prunch and seconded by Stacey Long. All voted in favor to approve.
4. Approval of Bills – a motion to approve was made by Jen Jeakins and seconded by Pam Prunch. All voted in favor to approve. A roll was done with trustees (Deb Cody, Jen Jeakins, Stacey Long, Sharon Hollandsworth and Pam Prunch.
5. Treasurer's Report – To be placed on file.
6. Director's Report – To be placed on file.
7. Unfinished Business
 - a. Vacation, Personal Time, Sick Leave Policy – addition of Floating Holiday – action. A motion was made by Stacey Long and seconded by Pam Prunch. All voted in favor to approve.
8. New Business
 - a. General Policy – discussion. No changes. A motion was made by Jen Jeakins and seconded by Stacey Long. All voted in favor to approve.
 - b. Computer & Internet Use Policy – discussion.
 - c. Alcohol Policy – discussion.
 - d. Application & Appointment Policy – discussion.
 - e. Salaries & Benefits Policy - discussion
 - f. Work Schedule Policy – discussion
9. Announcements - letter to follow up with the City.
10. Adjournment – A motion to approve was made by Stacey Long and seconded by Pam Prunch to adjourn at 6:01 p.m. All voted in favor to approve.

Respectfully submitted by Jen Jeakins