



**Chillicothe Public Library
Regular Board of Trustees Meeting
Monday, October 27, 2025 5:30 pm**

Agenda

1. Call to Order – the meeting was called to order at 5:31 p.m. by Board President Deb Cody
 - a. Present – Deb Cody, Jen Jeakins, Stacey Long, Homer Williams, Tom Razo, Sharon Hollandsworth, Pam Prunch and Board of Director Alyce Jackson.
2. Public Comments – None
3. Kim Bird from Hopkins & Associates presenting and discussing the annual audit for year end 2025.
4. Approval of Minutes
 - a. September 22 Regular Meeting – a motion to approve was made by Tom Razo and seconded by Deb Cody. All voted in favor to approve.
5. Approval of Bills – a motion to approve was made by Stacey Long and seconded by Jen Jeakins. All voted in favor to approve. Roll was done with all trustees (Deb Cody, Jen Jeakins, Stacey Long, Tom Razo, Sharon Hollandsworth, Homer Williams and Pam Prunch).
6. Treasurer's Report – To be placed on file.
 - a. August
 - b. September
7. Director's Report – To be placed on file.
8. Unfinished Business
 - a. Alcohol Policy. A motion to approve was made by Stacey Long and seconded by Tom Razo. All voted in favor to approve.
 - b. Application & Appointment Policy. A motion to approve was made by Sharon Hollandsworth and seconded by Homer Williams. All voted in favor to approve.
 - c. Computer & Internet Use Policy. A motion to approve was made by Jen Jeakins and seconded by Pam Prunch. All voted in favor to approve.
 - d. General Policy. A motion was made to approve by Homer Williams and seconded by Deb Cody. All voted in favor to approve.
 - e. Salaries & Benefits Policy. A motion to approve was made by Pam Prunch and seconded by Jen Jeakins. All voted in favor to approve.
 - f. Work Schedule Policy. A motion to approve was made by Sharon Hollandsworth and seconded by Tom Razo. All voted in favor to approve.
9. New Business
 - a. Monthly staff meetings – discussion for next meeting
 - b. Vacation, Personal Time, Sick Leave Policy. A motion to approve was made by Tom Razo and seconded by Sharon Hollandsworth. All voted in favor to approve.
 - c. B&A Levy. A motion to approve was made by Homer Williams and seconded by Stacey Long. All voted in favor to approve.
10. Announcements - none
11. Adjournment – A motion to approve was made by Homer Williams and seconded by Stacey Long to adjourn at 6:30 p.m. All voted in favor to approve.

Respectfully submitted by Jen Jeakins