



**Chillicothe Public Library
Special Meeting of Trustees Meeting
Monday, August 24, 2026 5:30 pm**

1. Call to Order – the meeting was called to order at 5:38 p.m. by Board President Deb Cody
 - a. Present – Sharon Hollandsworth, Stacey Long, Tom Razo, Pam Prunch, Jen Jeakins, Deb Cody, and Board of Director Alyce Jackson.
 - b. Absent – Homer Williams
2. Public Comments - None
3. Approval of Minutes
 - a. Regular July Minutes – A motion to approve was made by Sharon Hollandsworth and seconded by Pam Prunch. All voted in favor to approve.
4. Approval of Bills – A motion to approve was made by Jen Jeakins and seconded by Stacey Long. All voted in favor to approve. A roll call voted was done with trustees (Deb Cody, Jen Jeakins, Pam Prunch, Tom Razo, Stacey Long and Sharon Hollandsworth), voting to approve. The motion was passed.
5. Treasurer’s Report – Due to missing information, we will approve at the September meeting.
6. Director’s Report – To be placed on file
7. Unfinished Business
 - a. Memorandum of Understanding with IVC – no update
 - b. Safe Child Policy update – A motion to approve was made by Stacey Long and seconded by Jen Jeakins. All voted in favor to approve.
 - c. FOIA Policy update – A motion to approve was made by Tom Razo and seconded by Deb Cody. All voted in favor to approve.
8. New Business
 - a. Travel Expense Form (update rate) – to be voted on at September’s board meeting.
 - b. Inclement Weather Policy – to be voted on at September's board meeting
 - c. Organization Chart, Job Titles – to be voted on at September’s board meeting
9. Trustee Training
 - a. Illinois Public Library Standards review – start in September
10. Announcements - none
11. Adjournment. A motion to approve was made by Sharon Hollandsworth and seconded by Jen Jeakins to adjourn the meeting at 6:04 P.M. All voted in favor to approve.

Respectfully submitted by Jen Jeakins