



**Chillicothe Public Library
Special Meeting of Trustees Meeting
Monday, September 28, 2026 5:30 pm**

1. Call to Order – the meeting was called to order at 5:32 p.m. by Board President Deb Cody
 - a. Present – Sharon Hollandsworth, Jen Jeakins, Deb Cody, Homer Williams and Board of Director Alyce Jackson.
 - b. Absent – Pam Prunch, Tom Razo and Stacey Long
2. Public Comments - None
3. Approval of Minutes
 - a. Regular August Minutes – A motion to approve was made by Jen Jeakins and seconded by Homer Williams. All voted in favor to approve.
4. Approval of Bills – July and August. A motion to approve was made by Sharon Hollandsworth and seconded by Stacey Deb Cody. All voted in favor to approve. A roll call voted was done with trustees (Deb Cody, Jen Jeakins and Sharon Hollandsworth), voting to approve. The motion was passed.
5. Treasurer's Report – To be placed on file
6. Director's Report – To be placed on file
7. Unfinished Business
 - a. Memorandum of Understanding with IVC – To be placed on file
 - b. Travel Expense Form (update rate) – approval. A motion to approve was made by Jen Jeakins and seconded by Deb Cody. All voted in favor to approve.
 - c. Inclement Weather Policy – approval. A motion to approve was made by Sharon Hollandsworth and seconded by Homer Williams. All voted in favor to approve.
8. New Business
 - a. Organization Chart, Job Titles - discussion.
 - b. Authority to Spend Policy – discussion.
 - c. Study Room Use Policy & Contract – discussion
 - d. Copy machine replacement - discussion
9. Trustee Training
 - a. [Illinois Public Library Standards](#) review
 - Access - completed

- Advocacy & Community Engagement - completed
- Buildings & Grounds - completed

10. Announcements - none

11. Adjournment. A motion to approve was made by Jen Jeakins and seconded by Deb Cody to adjourn the meeting at 6:15 P.M. All voted in favor to approve.

Respectfully submitted by Jen Jeakins