

MINUTES OF THE MEETING OF THE  
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES PERSONNEL & POLICY COMMITTEE  
HELD WEDNESDAY, APRIL 28, 2021

This meeting was held remotely via Zoom as authorized by Illinois Executive Order 2020-07,  
Section 6 suspending the requirement for in-person attendance.

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**I. Call to Order/Roll Call**

The meeting of the Personnel and Policy Committee of the Board of Trustees of Prospect Heights Public Library District was called to order by Chairperson Kerr at 6:10 P.M.

Roll Call: Present via video conference: Trustees Kerr and Peterson  
Absent: None

Also via video conference: Trustees Bochula, Jordan, Lahey, Moser and Patel; Executive Director Todd, Head of Administrative Services Melissa Galvez

**II. Approval of Minutes**

A. The minutes for the March 16, 2021 meeting of the Personnel & Policy Committee were approved by unanimous consent.

**III. Public Comment**

None.

**IV. Old Business**

None.

**V. New Business**

A. FY2021-22 Personnel Budget Recommendations

Director Todd presented his recommended budget for salaries for the coming fiscal year in the amount of \$1,550,000. This would be a 3.2% increase over the current year and includes a COLA increase and merit pool as well as required minimum wage adjustments. The Committee expressed support for the recommended budget.

B. Annual Review of the Executive Director's Performance

Director Todd reviewed his accomplishments for the year, concentrating on the progress made towards goals set by both the Board and himself.

**VI. Other**

**VII. Adjournment**

There being no further business to be brought before the Committee, the meeting was adjourned at 7:01 P.M.

Respectfully Submitted,

Marianne Kerr  
Chairperson, Personnel & Policy Committee