

MINUTES OF THE MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES PERSONNEL & POLICY COMMITTEE
HELD TUESDAY, OCTOBER 25, 2022

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 2:32 P.M.

Roll Call: Physically Present: Trustees Kerr and Peterson

Absent: None

Also Physically Present: Executive Director Todd, Assistant Director Wulf

II. Approval of Minutes

A. The minutes for the May 11, 2022 meeting of the Personnel & Policy Committee were approved by unanimous consent.

III. Public Comment

None.

IV. Old Business

None.

V. New Business

A. Review the Board By-Laws

The Committee reviewed an updated version of the Board's By-Laws. Suggested additions include a section detailing the purpose of the Board and another outlining conflicts of interest. Other changes reflect practices adopted since the last review – incorporating the consent agenda into the agenda template and including the assistant director and the Library's succession plan to address absences of the Executive Director.

B. Review the Library's Meeting Room Policy

The Committee reviewed the Library's Meeting Room Policy. There were no significant changes or additions.

The Committee recommends both reviewed documents be approved by the Board

VI. Other

VII. Adjournment

There being no further business to be brought before the Committee, the meeting was adjourned at 3:01 P.M.

Respectfully Submitted,

Marianne Kerr
Chairperson, Personnel & Policy Committee