

MINUTES OF THE MEETING OF THE  
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES PERSONNEL & POLICY COMMITTEE  
HELD MONDAY, NOVEMBER 3, 2025

**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 Trustee Lahey at 10:37 A.M.

Roll Call:       Physically Present: Trustees Lahey and Peterson  
                  Absent: None  
                  Also Physically Present: Executive Director Todd

**II. Approval of Minutes**

A. The minutes for the September 18, 2025 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 Library Board By-Laws

The Committee reviewed the Board By-Laws with suggested edits from the Library's attorney. The edits included clarifying the sections on conflicts of interest, officer term limits, and public comments.

The Committee recommends the Board approve the updated by-laws as presented.

B. Suggested change to the Patron Services Manual

Director Todd reviewed a suggested change to how district residents obtain a library card. The change would reduce the number of proofs of address required from two to one. Many residents are not able to easily provide two different forms of ID. These residents include younger people who don't have drivers licenses and recently arrived residents who have not yet been able to update their IDs to reflect their new address.

The Committee recommends the Board amend the Library's Patron Services Manual to reflect this change.

**VI. Other**

**VII. Adjournment**

There being no further business to be brought before the Committee, the meeting was adjourned at 11:06 A.M.

Respectfully Submitted,

Peggy Lahey  
Chairperson, Personnel & Policy Committee