

MINUTES OF THE MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES PERSONNEL & POLICY COMMITTEE
HELD MONDAY, NOVEMBER 4, 2024

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 3:04 P.M.

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

II. Approval of Minutes

A. The minutes for the May 28, 2024 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's Patron Services Manual - The Committee reviewed the Library's Patron Services Manual. Staff suggested minor changes in wording for increased clarity and using current technical vocabulary. A review by the Library's lawyer led to further edits. The Committee recommends Board approval.
- B. Review the Library's Materials Selection Policy - The Committee reviewed the Library's Materials Selection Policy. Kim Murphy and Katie O'Brian led the staff review. A review by the Library's attorney led to a more detailed section on materials reconsideration. The Committee recommends Board approval.
- C. Policies for review in 2025 – The Committee will review the Board's By-Laws and the Library's Emergency Manual and Meeting Room policy. The Committee will also consider new policies suggested by the Library's attorney.

VI. Other

VII. Adjournment

There being no further business to be brought before the Committee, the meeting was adjourned at 3:46 P.M.

Respectfully Submitted,

Marianne Kerr
Chairperson, Personnel & Policy Committee