

MINUTES OF THE MEETING OF THE  
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES PERSONNEL & POLICY COMMITTEE  
HELD MONDAY, JUNE 5, 2023

**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 11:01 A.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 April 26, 2023 meeting of the Personnel & Policy Committee were approved by unanimous consent.

**III. Public Comment**

None.

**IV. Old Business**

None.

**V. New Business**

A. Review updates to the Library's Personnel Manual

Trustees Kerr and Peterson asked questions about various aspects of the manual which were answered by Assistant Director Wulf and Executive Director Todd. Both Trustees appreciated the scope of work that went into the update. There were no substantial changes and the Committee will recommend the Board approve the document

B. Review the Library's new Exhibit's Policy

The Committee reviewed the policy and discussed the need to have one. There were no substantial changes and the Committee will recommend the Board approve the document

**VI. Other**

**VII. Adjournment**

There being no further business to be brought before the Committee, the meeting was adjourned at 11:35 A.M.

Respectfully Submitted,

Marianne Kerr  
Chairperson, Personnel & Policy Committee