

MINUTES OF THE MEETING OF THE  
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES PERSONNEL & POLICY COMMITTEE  
HELD TUESDAY, MARCH 16, 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 5:02 P.M.

Roll Call: Present via video conference: Trustees Kerr and Peterson

Absent: None

Also via video conference: Executive Director Todd, Head of Administrative Services  
Melissa Galvez

**II. Approval of Minutes**

A. Approval of the minutes for the October 14, 2020 meeting of the Personnel & Policy Committee was approved by unanimous.

**III. Public Comment**

None.

**IV. Old Business**

None.

**V. New Business**

A. Review the Library's Patron Services Manual

The Committee discussed an updated draft of the Library's Patron Services Manual. The changes were accepted and the Committee will recommend the Board approve the document.

B. Review the Library's Internet Usage Policy

The Committee noted that there were no necessary changes to the existing policy and will recommend the Board approve the document.

C. Review the Library's WiFi Usage Agreement

The Committee noted that there were no necessary changes to the existing policy and will recommend the Board approve the document.

D. Status of the Personnel Manual and Social Media Policy updates

Director Todd told the Committee that the Personnel Manual has been revised and edited by staff and is currently being reviewed by HR Source. He expects to be able to present a draft to the Committee in early May. The Social Media Policy will be ready for Committee review in late summer or early fall.

**VI. Other**

**VII. Adjournment**

There being no further business to be brought before the Committee, the meeting was adjourned at 5:38 P.M.

Respectfully Submitted,

Marianne Kerr  
Chairperson, Personnel & Policy Committee