

MINUTES OF THE MEETING OF THE  
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES PERSONNEL & POLICY COMMITTEE  
HELD WEDNESDAY, MAY 19, 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 4:08 P.M.

Roll Call: Present via video conference: Trustees Kerr and Peterson  
Absent: None  
Also via video conference: Executive Director Todd

**II. Approval of Minutes**

A. The minutes for the April 28, 2021 meeting of the Personnel & Policy Committee were approved by unanimous consent.

**III. Public Comment**

None.

**IV. Old Business**

None.

**V. New Business**

A. Review Updated Personnel Manual

Director Todd presented an updated version of the Library's Personnel Manual. The manual includes policies passed by the board since the last manual review, a new vacation schedule, and removes the day before Thanksgiving as a partially paid holiday. The manual was also reviewed by attorneys at HR Source to ensure it meets all current legal requirements.

The Committee recommends the Board approve the updated manual

**VI. Other**

**VII. Adjournment**

There being no further business to be brought before the Committee, the meeting was adjourned at 4:51 P.M.

Respectfully Submitted,

Marianne Kerr  
Chairperson, Personnel & Policy Committee