

MINUTES OF THE MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES PERSONNEL & POLICY COMMITTEE
HELD TUESDAY, OCTOBER 26, 2021

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 3:00 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 21, 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 Social Media Policy

Director Todd presented an updated version of the Library's Social Media Policy. There were minor formatting and style changes but the content remains largely unchanged.

The Committee recommends the Board approved the updated Social Media Policy.

B. Review Succession Plan

Director Todd a draft of the Library's new Succession Plan. The plan is a new requirement for Serving Our Public 4.0 and the annual Per Capita Grant.

The Committee recommends the Board approve the Succession Plan.

VI. Other

The Committee reviewed the policies up for review in 2022. They are the Emergency Manual, Board By-Laws, Materials Selection Policy, and Meeting Room Policy.

VII. Adjournment

There being no further business to be brought before the Committee, the meeting was adjourned at 3:51 P.M.

Respectfully Submitted,

Marianne Kerr
Chairperson, Personnel & Policy Committee