



Board of Library Trustees Policy Committee  
Board Room, Main Library  
700 N. North Court, Palatine, IL  
February 28, 2019, 9:00 a.m.

## Minutes

### **1. Call to order**

Committee Chairperson Debby Brauer called the meeting to order at 9:07 a.m.

### **2. Roll call**

Upon roll call, Trustees Debby Brauer and Jeffrey Westhoff were physically present.

### **3. Introduction of visitors**

Executive Director Jeannie Dilger and Assistant Director Melissa Gardner were present.

### **4. Approval of minutes**

The minutes from the January 24, 2019, meeting were approved.

### **5. Review and discussion of policies and appendices**

The committee discussed Policy 11 Privacy Policy and Appendix 11A Officer's Request for Confidential Library Information. Brief discussion of sections of Policy 9 Human Resources occurred to prepare for complete review during next two committee meetings (9–11 Recruitment and Hiring, 9–14 Employment of Family Members, 9–21 Formal Complaint Procedure).

### **6. Review and discussion of policy review schedule, and additional policies or policy provisions that need to be addressed**

The committee will review Policy 9 Human Resources at the next meeting.

### **7. Other business**

Committee style manual creation is ongoing.

### **8. Date for next meeting**

The next meeting will be April 10, 2019, at 9 am.

### **9. Adjournment**

Trustee Brauer adjourned the meeting at 10:13 am.

Approved on: 4/10/19

DBrauer  
Trustee

[Signature]  
Trustee

Prepared by Debby Brauer