



## **Board of Library Trustees Policy Committee**

Meeting Room 2, Main Library

700 N. North Court, Palatine, IL

May 5, 2022, 9:00 a.m.

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### **Minutes**

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

Committee Chairperson Jeffrey Westhoff called the meeting to order at 9:07 a.m.

#### **2. Roll call**

Upon roll call, Trustees Jeffrey Westhoff and Maureen DeRosa were present.

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

Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Human Resources Director Andrea Aguirre, and member Emilie Chen also attended.

#### **4. Public Comment**

None.

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

##### **a. Policy 3-2—Holidays**

The Committee discussed Policy 3-2—Holidays. Executive Director Dilger wished to simplify this policy and refer it to the section in Policy 9—Human Resources that also discusses holidays.

##### **b. Policy 9—Human Resources**

The committee discussed Policy 9—Human Resources, including Executive Director Dilger's proposed new chapter of contents that would reorganize Policy 9.

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

The committee plans to review Policy 2—Cards and Accounts at its next meeting.

#### **7. Other business**

None.

**8. Date for next meeting**

The committee will meet at 9:00 a.m. Thursday, June 9, 2022.

**9. Adjournment**

Committee Chairperson Westhoff adjourned the meeting at 10:13 a.m.

Approved on: June 21, 2022

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Trustee

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*Jeffrey Westhoff*  
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Prepared by: Jeffrey Westhoff