



**Board of Library Trustees**  
**Director Evaluation Committee**  
Judith Gamoran Board Room, Main Library  
700 N. North Court, Palatine, IL  
May 6, 2025, 5:00 p.m.

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**Minutes**

**1. Call to order**

Committee Chair Jeffrey Westhoff called the meeting to order at 5:11 p.m.

**2. Roll call**

Upon roll call, Trustees Westhoff and Boland were present.

**3. Introduction of visitors**

Also present was Executive Director Melissa Gardner.

**4. Review and discussion of director evaluation process**

With Executive Director Gardner's input, the committee reviewed the director evaluation form and set a timeline for Gardner's evaluation during a closed session of the June Board meeting.

**5. Other business**

None

**6. Date for next meeting**

No future meeting needed.

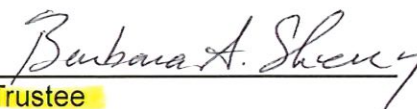
**8. Adjournment**

Committee Chair Westhoff adjourned the meeting at 5:19 p.m.

Approved on: 5/20/25

A handwritten signature in blue ink, appearing to read "L. Brana".

Trustee

A handwritten signature in blue ink, appearing to read "Barbara A. Sherry".

Trustee

Prepared by Jeffrey Westhoff