



**Board of Library Trustees
Policy Committee**
Story Room A, Main Library
700 N. North Court, Palatine, IL
November 10, 2025, 3:30 pm

Minutes

1. Call to order

Chairperson Sherry called the meeting to order at 3:36 pm.

2. Roll call

Upon roll call, Trustees Joanne Ha, Renee True, and Barbara Sherry were present.

3. Introduction of visitors

In attendance was Executive Director Melissa Gardner.

4. Public comment

None

5. Review and discussion of policies

- a. Policy 8 – Community Relations was reviewed and minor changes were approved.
- b. Appendix 8A - Guidelines for Display Cases and Art Exhibits was reviewed and approved.

6. Next Policies

- a. Policy 4 – Library Administration will be discussed at the December meeting.
- b. Appendix 4A – The Role of the Trustee will be discussed at the December meeting.

- c. Appendix 4B – United for Libraries Public Library Trustees Ethics Statement will be discussed at the December meeting.
- d. Appendix 4C – The Role of the Executive Director will be discussed at the December meeting.
- e. Policy 9 – Human Resources will begin to be discussed at the December and January meetings.

7. Other business

- a. Notary Resolution was reviewed and approved.
- b. Web Content Accessibility Resolution was reviewed and approved.

8. Date for next meeting

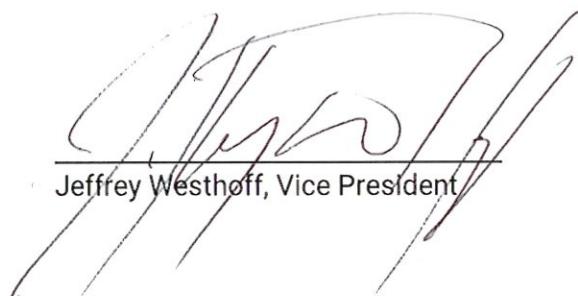
The next two meeting will be on December 8, 2025 at 3:30 pm, and January 5, 2026 at 3:30 pm.

9. Adjournment—The meeting adjourned at 4:23 pm.

Approved: December 16, 2026


Barbara A Sherry

Barbara A Sherry, Secretary


Jeffrey Westhoff

Jeffrey Westhoff, Vice President