



**Board of Library Trustees  
Policy Committee**  
Story Room A, Main Library  
700 N. North Court, Palatine, IL  
December 15, 2025, 3:30 pm

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## Minutes

### 1. Call to order

Chairperson Sherry called the meeting to order at 3:35 pm.

### 2. Roll call

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

### 3. Introduction of visitors

In attendance were Executive Director Melissa Gardner and Human Resources Manager Darcie Abreu.

### 4. Public comment

None

### 5. Review and discussion of policies

- a. Policy 4—Library Administration was reviewed and no changes were made.
- b. Appendix 4A—The Role of the Trustee was reviewed and no changes were made.
- c. Appendix 4B—United for Libraries Public Library Trustees Ethics Statement was reviewed and no changes were made.
- d. Appendix 4C—The Role of the Executive Director was reviewed and no changes were made. We discussed the idea of our Executive Director having an employment contract, and will discuss that with the full Board.

6. Policy 9—Human Resources was reviewed and many changes were discussed. The Policy Committee will review the proposed changes at our next Policy Committee meeting in January, and then bring proposed changes to the Board.

7. Next Policies

a. Policy 9 – Human Resources

8. Other business

None

9. Date for next meeting

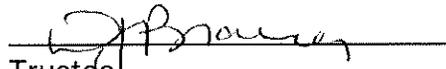
The next meeting will be on January 5, 2026 at 3:30 pm.

10. Adjournment

The meeting adjourned at 5:08 pm.

Approved: February 17, 2026

  
Trustee

  
Trustee