

**Matteson Area Public Library District
Board of Trustees Meeting
Personnel & Policy Committee
June 16, 2020
5:00 p.m.**

- I. Call to Order
 - Chairman Andrea Williams called the meeting to order at 5:04 pm.
- II. Roll Call
 - Present were Trustees Andrea Williams, Howard Hunigan, and Harold Gillis. Also present was Director Kathy Berggren. Trustee Beverly Coleman was absent.
- III. Opportunity for Public Comments

No public present
- IV. Motion to Approve Agenda
 - Trustee Williams made a motion to approve the agenda. Seconded by Trustee Gillis. Motion carried.
- V. Topics for Discussion
 - Board Policy review, chapters 2-4
 - Director's evaluation process. Need to develop a calendar.
 - Request to schedule the next meeting via Zoom.
- VI. Other
 - Review Director's vacation time.
 - The possibility of merging two departments.

Trustee Williams made a motion to adjourn the meeting. Seconded by Trustee Gillis. Motion carried.

The meeting adjourned at 7:08 pm.

Approved by Andrea Williams, Chairman

Minutes Prepared by, Laretta Benford
Administrative Assistant