

**Matteson Area Public Library District
Board of Trustees Meeting
Personnel & Policy Committee via Zoom
June 24, 2020
5:30 p.m.**

- I. Call to Order
 - Chairman Andrea Williams called the meeting to order at 5:36 pm.
- II. Roll Call
 - Present were Trustees Andrea Williams, Howard Hunigan, Harold Gillis, and Beverly Coleman. Also present was Director Kathy Berggren.
- 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 Coleman. Motion carried.
- V. Topics for Discussion
 - Development of the process for the Director's evaluation.
 - a. What the process would look like
 - b. Time period – 6-month “pulse check”. How are we doing? Are we making progress with G&O? Can the Board help with anything?
 - c. Full review in June. Interim check-in times in November and April
 - d. July 14th Board meeting – require a listing of the G&O. Must determine who decides what the G&O will be?
 - e. Detail what needs to occur for each of the 3 reviews. Look at the categories in the Board Policy Manual
 - f. Wish to have a recommendation to the full Board in July.
 - g. Andrea – written process
 - h. Bev, policies
- VI. Other
 - The next meeting will be June 30th at 5:15 pm. in meeting room A. The agenda will be the same as above and job description for the Director.

Trustee Williams made a motion to adjourn the meeting. Seconded by Trustee Coleman. Motion carried. The meeting adjourned at 6:49 pm.

Approved by Andrea Williams, Chairman

Minutes Prepared by, Laurretta Benford\
Administrative Assistant