

**Matteson Area Public Library District
Board of Trustees Meeting
Personnel & Policy Committee via Zoom
June 30, 2020
5:15 p.m.**

- I. Call to Order
 - Chairman Andrea Williams called the meeting to order at 5:17 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 Coleman made a motion to approve the agenda. Seconded by Trustee Gillis. Motion carried.
- V. Topics for Discussion
 - Finish leg work on the process for the Director's evaluation.
 - a. Increase of compensation for fiscal year
 - b. Criteria based evaluation
 - c. Two interim pulse-checks
 - o November and April – status reports on goals and objectives
 - o More complete reporting annually
 - o Evaluation should be no later than the end of July
 - o Plan on a closed session at the May meeting
- VI. Other
 - The next meeting will be July 9th at 5:15 pm. in meeting room A. The agenda will be to discuss the Director's job description.

Trustee Williams made a motion to adjourn the meeting. Seconded by Trustee Coleman. Motion carried. The meeting adjourned at 7:20 pm.

Approved by Andrea Williams, Chairman

Minutes Prepared by, Laurretta Benford
Administrative Assistant