

**Personnel Committee Meeting
November 5, 2020
Minutes**

1. Call to Order

Notice of the time of the meeting and agenda having been posted on the library bulletin board and one other public place, forty-eight hours prior to the meeting as required by law, the meeting was called to order at 6:30 p.m. by Sylvia Haas, President.

2. President Statement Regarding Virtual Meeting

President Haas read aloud the following statement: "This meeting of the Board of Library Trustees is held without a quorum of Trustees physically present and is authorized by Governor pursuant to "COVID-19 Executive Order No. 5" (16 March 2020), and the Government Emergency Administration Act (Public Act 100-0640; eff. 6/12/20). Pursuant to said Public Act, which in part amended the Open Meetings Act, I have determined that an in-person meeting is neither practical nor prudent because of the COVID-19 disaster. As a result, I have further determined that it is not feasible to require the physical presence of a Trustee, the Library Director, or the Library's attorney at the regular meeting location. The minutes of this meeting will include the foregoing statement. Pursuant to the aforementioned Government Emergency Administration Act, please note that a roll call vote is now required for all motions."

3. Roll Call

Present: Marie Bass, Michael Duebner, Sylvia Fulk, Terri Gens, Sylvia Haas, Kristine O'Sullivan
Absent: Brian Gilligan
Staff Present: Su Reynders
Visitors: None

4. Audience to Visitors

There were no visitors.

5. Executive Director Evaluation Planning

Trustees reviewed the evaluation form and requested that Trustee O'Sullivan to make final changes and distribute to all board members. Trustees requested that Director Reynders send her self-evaluation to the board.

The tentative timeline for the evaluation process is:

- Send evaluation form to Trustees and staff email the week of 11/9/20.
- Staff email responses due 11/20/20.
- Trustees discuss results at the 12/3/20 Personnel Committee Meeting in closed session.
- Discuss results with Executive Director in closed session at the 12/17/20 Regular Board Meeting.

6. Adjourn to Closed Session

A closed session was not held.

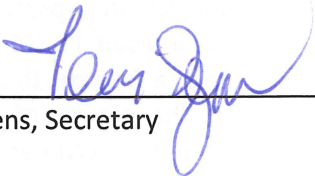
Mount Prospect Public Library
Board of Library Trustees
10 S. Emerson Street | Mount Prospect, IL 60056

7. Calendar Items

- a. Village of Mount Prospect 2nd Levy Reading and Approval – November 17
- b. Regular Board Meeting – November 19
- c. Foundation Board Meeting – November 23 – Sylvia Haas
- d. Library Closed November 26
- e. 40th Annual Teddy Bear Walk – Celebrate the entire month of December
- f. Personnel Committee Meeting – December 3 at 7 p.m.
- g. Regular Board Meeting – December 17
- h. Library Closed December 24 and 25
- i. Library Closes at 5 p.m. December 31

8. Adjournment

Personnel Committee meeting adjourned at 7:12 p.m.



Terri Gens, Secretary

Approved as submitted 11/19/2020