

**Midlothian Public Library Board of Trustees  
Committee Minutes**

Date: October 6, 2023

Name of Committee: Policy Committee

Members in Attendance: LaTina Gee (Chair), Patricia Bonk (Trustee), Jackie Murawski (President)

Others in Attendance: Jennifer Cottrill (Library Director)

Time Meeting Called to Order: 11:01 AM

**Brief summary of issue(s) discussed:**

We reviewed the personnel policy handbook in regard to sick time. Advice was given to require all employees to complete an introductory period before receiving sick leave.

We agreed that the current director evaluation should be simplified. We reviewed 5 sample evaluations and agreed on combining two.

We also agreed that the staff should also evaluate the director.

The committee removed some questions and added new questions to the staff evaluation of the director.

**Recommendation for Board action:**

Submit personnel policy handbook as amended to attorney to review before presentation to Board for adoption.

Present new versions of director evaluation forms to board for approval.

Time Meeting Adjourned: 12:09 PM

Name of Committee Chair or Recorder of Minutes: LaTina Gee, Chair