



**Board of Library Trustees**  
**Special Board Meeting**  
Meeting Room 1 South  
Main Library, 700 N. North Court, Palatine, IL  
December 8, 2023, 2:00 p.m.

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*Closed session for the purpose of deliberations concerning appointment, employment, compensation, discipline, performance, or dismissal of specific employees in compliance with 5 ILCS 120/2 (C) (1).*

### **Closed Session Minutes**

#### **1. Call to order of closed session**

The closed session of the Board of Library Trustees Regular Meeting was called to order by President Brauer at 2:05 p.m. on December 8, 2023, and was audiorecorded in its entirety. The closed session was for the purpose of deliberations concerning salary schedules for one or more classes of employees in compliance with 5 ILCS 120/2 (c) (2)

#### **2. Roll call**

Upon roll call, Trustees Boland, Brauer, DeRosa, Jefferson, Puklin, Snyder, and Westhoff were physically present.

#### **3. Introduction of visitors**

None

#### **4. Discussion**

The Board conducted an interview with Assistant Director Melissa Gardner, a candidate for the position of Executive Director of the Library. After the interview, Melissa Gardner left the room. The board discussed the interview and concluded Melissa Gardner had the necessary qualifications and experience needed for the position of Executive Director. After reviewing current data from HR Source on Library Director salaries, A starting salary offer was determined..

**5. Reconvene to Regular Session**

President Brauer reconvened the meeting to regular session at 3:57 p.m..

Prepared by: Maureen DeRosa

Approved: 1/14/24

[Signature]  
Trustee

[Signature]  
Trustee