

LAKE BLUFF PUBLIC LIBRARY

123 E. Scranton Avenue

Lake Bluff, Illinois 60044

NOTICE OF Human Resources Committee

The HR Committees of the Lake Bluff Public Library Board of Library Trustees will meet virtually on Zoom for the purposes outlined below:

Lake Bluff Public Library Board of Trustees Meeting for HR Committees

Monday, June 12, 2023 at 6 PM

Lake Bluff Public Library

123 E. Scranton Avenue

Lake Bluff, Illinois 60044

Members of the public may view and participate in the meeting remotely via:

Join Zoom Meeting

<https://us06web.zoom.us/j/2069598344>

Meeting ID: 206 959 8344

One tap mobile

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+1 301 715 8592 US (Washington DC)

+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)

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Meeting ID: 206 959 8344

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As required by law, at least one representative from the Library will be present at the Library and the virtual meeting will be simulcast for any members of the public who do not wish to view the virtual meeting from another location. Prior notification of intention to attend is not required but is appreciated. Questions related to the Library agenda can be sent before or during the meeting to Library Director Renee Grassi at rgrassi@lakeblufflibrary.org. The meeting will be recorded, with the recording made available through the Library's website. For any questions, contact at Renee Grassi at 847-234-2540 or rgrassi@lakeblufflibrary.org.

AGENDA

I. Call to order

II. Roll Call

III. Review & Approval of HR Committee Meeting Minutes from May 2, 2023

IV. Discussion of Draft of Letter to Trustees Regarding Recognition Fund

V. Review of Timeline for Lake Bluff Library Director Evaluation

VI. Review of Email Drafts for Library Director Evaluation

VII. Discussion and Final Review of Library Director Evaluation Forms:

- **Library Director self-evaluation**

- **Trustee Evaluation for Library Director**
- **Library Manager evaluation for Library Director**
- **Library Staff evaluation for Library Director**

VIII. Review draft of Library Director Job Description

IX. Updates from the Library Director

- a. **Library Staffing Update: new job, summer intern hours**
- b. **HR Source Proposal and Scope of Work for Salary Benchmarking Project**

X. Any and all other business that may properly come before this committee (2 min)

XI. Adjournment (1 min)

All regular meetings and committee meetings of the Lake Bluff Board of Library Trustees are open to the public. If you wish to attend the June 12, 2023 meeting and have special requirements as outlined in the Americans with Disabilities Act, please notify the Library Director, Renee Grassi, by 12:00pm on June 12, 2023.