

**LAKE BLUFF PUBLIC LIBRARY
123 E. Scranton Avenue
Lake Bluff, Illinois 60044**

NOTICE OF Human Resources Committee

The Finance and 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 Finance & HR Committees
Tuesday, May 2, 2023 at 7:00 PM
Lake Bluff Public Library
123 E. Scranton Avenue
Lake Bluff, Illinois 60044**

NOTICE: Due to the COVID-19 emergency, this meeting will be held primarily virtually pursuant to Section 7(e) of the Open Meetings Act. Members of the public may view and participate in the meeting remotely via:

Join Zoom Meeting
<https://us06web.zoom.us/j/2069598344>

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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 (1 min)

II. Roll Call (1 min)

III. Review & Approval of Finance Committee Meeting Minutes from April 6, 2023 (3 min)

IV. Updated Library Director job description

V. Jenny's Letter to Trustees re: invitation to donate to Staff Recognition Fund

VI. Timeline and process for Library Director's Performance Evaluation (6 month review and annual review)

VII. Draft Library Director Evaluations for the following groups:

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

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

IX. 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 May 2, 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 May 2, 2023.