

**Lake Bluff Public Library**  
**Human Resources Committee Meeting Minutes**  
**Friday, February 10th, 2023 at 2 pm**  
123 E. Scranton Ave, Lake Bluff, IL, 60044

Notice: This meeting of the Lake Bluff Library Human Resources Committee was held without participants physically present. All participants attended remotely via electronic means. This method is authorized by Executive Order of the Governor (COVID-19 Executive Order No. 5, March 16, 2020).

1. **Call to Order:** Director Renee Grassi called the meeting to order at 2:05 pm.
2. **Roll Call:** Members Graziano and Jerch were present; Shaul was absent.
3. **Approval of Minutes from November 29<sup>th</sup>, 2022 meeting:** Graziano moved to accept the minutes of the HR meeting of Nov. 29, 2022; Jerch seconded; all voted aye.
4. **Library Director Performance Evaluation:**
  - a. Timeline: Grassi will have a 6-month review this coming June (as per her employment offer letter). The Human Resources committee will begin this initial evaluation this month (Feb. '23) and complete it in April so that Meierhoff and Heintzelman can contribute their thoughts prior to their departure from the Board of Trustees in May. It will not be a full review; it will be more of a conversation and interim check-in.  
There will be a mid-year informal evaluation at a time yet to be determined (typically done in November but possibly to be done in July-August, just this year), followed by a formal annual evaluation, including a salary review, to be delivered in April of 2024.
  - b. Format: Graziano provided several versions of library director evaluation forms. Grassi and Graziano will meet on Feb. 24 to consider evaluation instruments from other sources, including RAILS, and HR will have one more meeting to work out any changes we wish to make to our evaluation instrument.
  - c. Other: Grassi will send out a revised schedule for **staff evaluations** and salary reviews with a goal to have all completed before May 1, 2023.
5. **Executive Session:** Jerch moved to enter Executive Session; Graziano seconded the motion; all voted aye. Executive session began at 2:48 pm. Grassi remained to discuss Board of Trustees' recognition of extraordinary work accomplished by both Library Staff and Trustees during our time with Interim Director Katie Horner. Jerch moved to close Exec. Session and Graziano seconded, all voted aye. Exec Session ended at 3:32 pm.
7. **Adjournment:** Jerch moved to adjourn the regular HR committee meeting and Graziano seconded; all voted aye. Meeting was adjourned at 3:32 pm.

Respectfully submitted,

Janie Jerch