

**Lake Bluff Public Library
Human Resources Meeting Minutes
Tuesday, October 3, 2023 at 7pm
123 E. Scranton Ave, Lake Bluff, IL, 60044**

- 1. Call to Order:** Trustee Graziano called the meeting to order at 7:05 p.m.
- 2. Roll Call:** Members Frideman, Jerch, Graziano and Director Grassi present and Schaul absent.
- 3. Public Comment:** None present
- 4. Review and Approve Minutes from August 29, 2023:** Graziano moved to approve, Jerch seconded and all voted aye. Friedeman abstained

5. Presentation and discussion of suggestions made by Trustee Friedeman: Staff

Appreciation, Support and Morale: Friedeman discussed the need for staff appreciation programs as a way to improve morale and retention. In light of the book banning and bomb threats she feels this is more important than ever. Director Grassi discussed the efforts already moving forward related to staff appreciation including the donation of the fleeces and salary benchmarking among others. It was discussed that a proposal has been presented to the board previously staff appreciation from the trustees. Working in conjunction with Trustee Berg, Trustee Friedeman planned to revisit the previous proposal and present a new Trustee appreciation program to the Board at the next meeting. In addition to the new proposal, Trustee Graziano planned to draft a staff appreciation survey to find out more about what kind of appreciation was the most meaningful to staff.

Director Grassi discussed some of the challenges with staffing the library currently. Grassi will be hiring a substitute librarian to fill in while staff are on leave or unavailable to work.

- 6. Staff and Trustee Follow-up Survey:** Trustee Graziano sent around a draft of the survey Jerch and Grassi approved the survey with no changes. Graziano would draft a note for staff and trustees and send the note and the link once more to the committee for final approval.

- 7. Presentation of Director Grassi's Goals:** Director Grassi presented the Library Director Goals form for FY 24-25. (Please see attached goals) Trustees Jerch and Graziano reviewed the document. Trustee Grassi discussed the professional development and coaching that managers will be receiving in the next few months. Trustee Graziano asked about opportunities for professional development for Director Grassi given the current climate around libraries and the effect this has had on staff morale and mental health. Since these challenges are unexpected and have affected staff there might be some new resources that could support Director Grassi. This could possibly be included as an informal goal. Grassi plans to present the goals at the next Board of Trustees meeting.

Finally, the committee discussed the need to plan a joint finance and HR committee meeting to discuss the next steps for salary for Director Grassi. Director Grassi planned to follow up with Trustee Schaul at their next meeting.

8. Adjournment: Jerch moved to adjourn and Graziano seconded: all voted aye. Meeting was adjourned at 9:02.