

LAKE BLUFF PUBLIC LIBRARY
BOARD OF TRUSTEES
Human Resources Meeting
Friday, April 4, 2014

1) **Call to Order; Roll Call:**

The meeting was called to order at 3:14 pm by Library Board President Kathy Meierhoff:
Present: Kathy Meierhoff, Cal Stroh, Romain Wojda, Scot Butler
Library Staff Present: Eric Bailey, Margaret O'Hara (part time), Carlin DeThorne (part time)
Members of the Public: None

2) **Discussion**

- a) Committee discussed the revised Personnel Handbook. Butler moved and Wojda seconded that the Committee recommend that the Personnel Handbook be approved and made effective on 5/1/2014 and that it be presented to the full Board of Directors at the upcoming April Board meeting
- b) Committee reviewed the Performance Appraisal Forms. Library Director will continue working on updating the forms
- c) Committee discussed the pay for part-time staff during unplanned library closures MNG-9. Wojda moved and Stroh seconded that the policy be presented to the full Board of Directors at the upcoming Board of Directors meeting.
- d) Committee discussed staff bonuses. No decisions were reached at this meeting

3) **Executive Session**

- a) Wojda moved and Butler seconded that the Committee enter Executive Session with the Library Director present at 4:45 pm in compliance with the Open Meetings Act 5 ILCS 120/2 (c)(1)
- b) Butler moved and Stroh seconded that the Committee leave Executive Session at 4:51pm
- c) Stroh moved and Wojda seconded that the Committee enter a second Executive Session with the Library Director present at 4:52 in compliance with the Open Meeting Act 5 ILCS 120/2 (c)(1)
- d) Stroh moved and Wojda seconded that the Committee leave Executive Session at 5:15 pm
- e) Stroh moved and Wojda seconded that the Committee enter a third Executive Session with the Library Director not present at 5:20 in compliance with the Open Meeting Act 5 ILCS 120/2 (c)(1)
- f) Wojda moved and Stroh seconded that the Committee leave Executive Session at 6:15 pm

4) **Any other business**

- a) No other business was brought before the Committee.

5) **Adjournment**

- a) Wojda moved and Butler seconded that the meeting be adjourned at 6:30 pm. The motion was approved unanimously

Respectfully submitted

Scot Butler