

Lake Bluff Library Board of Trustees Human Resources

Committee Meeting

November 5th, 2014 7 p.m.

Lake Bluff Public Library

123 E Scranton Ave

Lake Bluff IL 60044

Attending: Scot Butler, Chair, Kathy Meierhoff, Cal Stroh, Roman Wojda, Eric Bailey
Director

Member of the Public: Martha O'Hara, Library employee

Call to order 7:01 p.m.

1. Evaluation process for employees other than director.
Director Bailey reviewed past Human Resource meeting notes regarding the updating of employee evaluation forms and review process. Some additional revisions will be added following a meeting with the Director and Department Heads who conduct the evaluations.
2. Evaluation process for the Library Director.
Director Bailey reviewed past Human Resources meeting notes regarding the updating of the Library Director evaluation form and process. A timeline for the director's evaluation was discussed which will include whole board input. Director Bailey will revise the evaluation forms for the committee to review.

A motion was made by Meierhoff to enter Executive Session at 8:11. Butler seconded.

The Executive Session ended at 8:21.

At 8:26 Butler moved to adjourn the meeting. Wojda seconded.

Respectfully submitted,

Kathleen Meierhoff