

LAKE BLUFF PUBLIC LIBRARY

BOARD OF TRUSTEES

Human Resources Committee Meeting

Monday, January 19, 2015

1) Call to Order; Roll Call:

The meeting was called to order at 4:02 pm by Committee Head Scot Butler

Present: Kathy Meierhoff, Cal Stroh and Scot Butler

Not Present: Romain Wojda

Library Staff Present: Library Director Eric Bailey

Members of the Public: None

2) Discussion

a) Meierhoff moved and Stroh seconded that the Committee approve the amended 11/5/14 Committee Meeting notes. All present voted aye.

3) Discussion

a) Library Director presented a revised evaluation form. Several revisions were requested and will be made.

b) Library Director presented a timeline for completion of the Library Director's evaluation. The timeline and the evaluation form will be presented to the Board of Trustees at the January Board meeting.

c) Library Director presented updates to the Library Policy Manual including revisions to job descriptions for individual positions within the library.

d) Butler moved and Stroh seconded that the Policy Manual updates and revised Job Descriptions will be passed on to the Board of Trustees. All present voted aye.

4) Adjournment

a) Butler moved and Meierhoff seconded that the meeting be adjourned at 4:34 pm. The motion was approved unanimously.

Respectfully submitted

Scot Butler