

Lake Bluff Public Library
Human Resources Committee Meeting Minutes
Tuesday, May 22nd, 2018 at 6 pm
123 E. Scranton Ave, Lake Bluff, IL, 60044

1. **Call to Order:** Chairman Scot Butler called the meeting to order at 6 pm.
2. **Roll Call:** Member Jerch and Library Director Bailey were present.
3. **Approval of Minutes:** Butler moved and Jerch seconded a motion to approve the minutes of the March 21st meeting; all voted aye.

(Executive Session entered at 6:02, ended at 6:07.)

4. **Discussion of Director's Performance Evaluation:**
 - a. There was some discussion of this at last week's board meeting.
 - b. Butler felt there were redundancies in the current evaluation form and did some revisions, allowing for sections to be used on an "as needed" basis. These revisions have streamlined the evaluation process and have remained flexible enough to accommodate future changes to both the Library Directorship and Library Board membership.
5. **Review of Goals from FY2017-2018, and Establishment of Goals for FY2018-2019:**
 - a. Bailey met or exceeded all goals for FY2017-2018.
 - b. Bailey presented us with three potential goals for FY2018-2019. Butler suggested that we merge Bailey's goal #3 in with his goal #1, and as a new goal #3, that Bailey develop a succession plan for the Library Directorship. Bailey agreed and mentioned that he already has such plans in place for the various Department Heads, as well as each Department Head's staff members. Bailey stated that we already have a list of staff responsibilities (both regular and alternate, should the need arise). It is in written form and will be shared with the HR Committee. Bailey also noted that, to his knowledge, no current employees of the Library aspire to the Directorship.
 - c. Butler asked Bailey where he wants to be in 3-5 years, Bailey replied that while he is comfortable in a smaller public library setting, that he and his family may consider moving out of state to be nearer to their extended families.
6. **Any and all other business that may properly come before this committee:** There was none.
7. **Adjournment:** Jerch moved and Butler seconded a motion to adjourn the meeting; all voted aye. The meeting was adjourned at 6:45 pm.

Respectfully Submitted,

Janie Jerch