

**Lake Bluff Public Library**  
**Human Resources Committee Meeting Minutes**  
**Friday, August 30, 2019 at 2:00 pm**  
123 E. Scranton Ave, Lake Bluff, IL, 60044

1. **Call to Order:** Chairman Scot Butler called the meeting to order at 2 pm.
2. **Roll Call:** Members Butler, Heintzelman, Jerch, Meierhoff, and Library Director Bailey were present.
3. **Approval of Minutes:** Butler moved and Meierhoff seconded a motion to accept the minutes of the February 13th, 2019 Human Resources Committee Meeting; all voted aye.
4. **Review of Goals for FY2018-2019:** Bailey went over the goals this committee adopted for the previous fiscal year; the committee discussed how well they had been met. Two of the three goals, creation of a volunteer policy and establishment of a succession plan for the Director, are still in the works. The goal of achieving staff attrition at less than 10% was not reached for reasons not within the control of the Director.  
After further discussion, we established five goals for the Human Resources Committee's FY 2019-2020 as listed below:
  - Establish succession plan for Library Director. Note: Bailey has been working on this, and already has succession plans for all department heads.
  - Complete Director's evaluation prior to May 1, 2020. Note: Butler wants to get trustee feedback by the end of February, first draft of the evaluation to the Board by the beginning of April, and complete the process by the end of April 2020.
  - Draft and approve a Volunteer Policy. Note: Bailey is working on this; it will need to be approved by the Bylaws Committee.
  - Implement exit interviews for any employee who resigns. Note: Bailey does this already in hopes of discovering why the employee is leaving and what, if anything, we could have done to convince them to stay. Butler suggested having a small committee conduct of "*post-mortem*" of these interviews.
  - Create orientation session and materials for new Library Trustees. Note: Bailey already has the necessary data and an organization flow chart, which includes who reports to whom and each position's job description, which he keeps up-to-date. He can send this information to the Trustees. We also brought up the idea of including photos of employees.
5. **Any and all other business that may properly come before this committee:** There was none.
6. **Adjournment:** Heintzelman moved and Meierhoff seconded a motion to adjourn the meeting; all voted aye. The meeting was adjourned at 2:30 pm.

Respectfully Submitted,

Janie Jerch