

**Lake Bluff Public Library**  
**Human Resources Committee Meeting Minutes**  
**Wednesday, February 13, 2019, at 2:00 pm.**  
123 E. Scranton Ave, Lake Bluff, IL, 60044

1. **Call to Order:** Library Director Eric Bailey called the meeting to order at 2:02 pm.
2. **Roll Call:** Members Butler and Jerch were present; member Meierhoff was absent.
3. **Approval of Minutes:** Butler moved and Jerch seconded a motion to accept the minutes of the May 22, 2018 HR Committee Meeting; all voted aye.
4. **Review of Goals for FY2018-2019:**
  - i. Work with Library Director and Finance Committee on Library staffing and compensation. The data shows that LBPL is still below other similar libraries in the area for compensation. The new minimum wage law for the State of Illinois will require at least \$15/hour for all employees by 2025. We currently have positions that start at \$9/hour. This alone will create an increase of \$35,000 per year in staffing costs by 2025.
  - ii. Work with Library Director to ensure a staff attrition rate of lower than 10% for the FY18-19. We've had a higher attrition rate so far this year, a small part of which has been from employees seeking similar but better-paid positions nearby; most of the attrition has been from retirements, employees moving out of the area, etc.
  - iii. Work with the Library Director on establishment of a succession plan for the Director and Department Heads. This succession plan is still in the works.
5. **2018 Comparison of Salaries:** Our salaries are the lowest in the area by a significant margin in all employee categories except for Library Assistants.
6. **Discussion of Director's Performance Evaluation:** We are ready to begin the annual performance evaluation cycle.
7. **Any and all other business that may properly come before this committee:** There was none.
8. **Adjournment:** Butler moved and Jerch seconded a motion to adjourn the meeting; all voted aye. Meeting adjourned at 2:55 pm.

Respectfully submitted,

Janie Jerch