

**Lake Bluff Public Library**  
**Human Resources Committee Meeting Minutes**  
**Monday, February 10, 2020, 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 2:10 pm.
2. **Roll Call:** Members Butler, Meierhoff, and Jerch, and Library Director Bailey were present. Heintzelman was absent.
3. **Approval of Minutes:** Butler moved and Meierhoff seconded a motion to accept the minutes of the October 17, 2019, Human Resources Committee Meeting; all voted aye.
4. **Director's Annual Evaluation:** This was deferred to a later date. Instead, we discussed some changes to the timeline of the Director Review Process in order to make it both align well with the yearly schedule of other Board business and to allow the rest of the Board members to contribute their thoughts. Butler will type up the revised schedule and send it to the other committee members. Butler also asked the committee members to reflect on part 2 of Bailey's most recent review.
5. **Any and all other business that may properly come before this committee:**
  - Meierhoff asked Bailey about his potentially taking family leave when his new baby is born so we could prepare for that.
  - We are looking to fill 3 part-time positions, all in the Children's Department, that have been recently vacated since Lauren Moody, Alicia Streightiff, and Carrie Spezzano have all moved on for full-time positions.
  - We need to work out the details of reimbursement for Kathi Siebert.
6. **Adjournment:** Butler moved and Meierhoff seconded a motion to adjourn; all voted aye. The meeting adjourned at 2:55 pm.

Respectfully Submitted,

Janie Jerch