

**Lake Bluff Public Library**  
**Human Resources Committee Meeting Minutes**  
**Tuesday, February 18, 2020, at 6:00 pm**  
123 E. Scranton Ave, Lake Bluff, IL, 60044

1. **Call to Order:** Chairman Scot Butler called the meeting to order at 6:03 pm.
2. **Roll Call:** Members Butler, Meierhoff, and Jerch, and Library Director Bailey were present. Heintzelman was absent.
3. **Approval of Minutes:** The minutes from the Feb. 10, 2020 meeting were not yet completed. Sorry!
4. **Director's Annual Evaluation:** Butler covered the Library Director's Review Process and Goals. Bailey then shared his draft of his Performance Review. A discussion of last year's goals ensued. It was noted that a Development Committee had been formed shortly after Kathy Siebert was hired as the Development Coordinator; its members are Kathy Meierhoff, Jon Heintzelman, Eric Bailey, Martha O'Hara, Jillian Chapman, and Kathy Siebert. The committee members plan to share the Library Director's Performance Review with the other Trustees at tonight's regularly scheduled Board meeting, in Executive Session.
5. **Any and all other business that may properly come before this committee:** There was a request from a staff member for a paid day off to be an election judge. No decision has been made yet, but the employee policy may need to be considered and revised.
6. **Adjournment:** Butler moved and Jerch seconded a motion to adjourn; all voted aye. The meeting adjourned at 6:45 pm.

Respectfully Submitted,

Janie Jerch