

Lake Bluff Public Library  
Human Resources Committee Meeting  
Thursday, February 11, 2021 7PM

1. Call to order: 7:25
2. Attending: Jon Heintzelman, Tricia Brockett, Kathy Meierhoff, Janie Jerch, Eric Bailey, Library Director
3. Minutes of Oct 19, 2020: move to approve Heintzelman, second Brockett, All ayes.
4. Discussion of Annual Performance Evaluation for Director:
  - timetable for review
    - late February HR meets for input and review of past Evaluation
    - Will seek feedback from whole Board at February meeting with response to Committee by Feb.28
    - March - preliminary Evaluation will be prepared early March  
late March, revisions by HR Committee  
Early April review will be shared with the Director  
End of April - process will be completed
  - key goals from past Evaluation: Communication, Fundraising Oversight, Succession Planning, Budget Oversight ( continuation of fines?)
5. Action Plan: HR will share plan with full Board at February meeting and request feedback by Feb. 28. Brockett will create survey to assist with Trustee feedback.
6. Adjournment at 8:10 Pm by motion Heintzelman, second Jerch