

Lake Bluff Public Library
Human Resources Committee Meeting Minutes
Thursday, February 25, 2021, at 6:00 pm
123 E. Scranton Ave, Lake Bluff, IL, 60044

Notice: This meeting of the Lake Bluff Library Human Resources Committee was held without a quorum of Trustees physically present. The Trustees conducted the Committee meeting with all Committee members attending remotely via electronic means. This method is authorized by Executive Order of the Governor (COVID-19 Executive Order No. 5, March 16, 2020). Guidelines and access codes were published prior to the meeting so that members of the public could log in.

1. **Call to Order:** Chair Janie Jerch called the meeting to order at 6:05 pm.
2. **Roll Call:** Brockett, Heintzelman, Jerch, and Meierhoff were present; Bailey was also present except for the closed session portion of the meeting.
3. **Consideration of Minutes of February 11, 2021 HR Committee meeting:** Jerch moved and Heintzelman seconded a motion to approve the minutes with two spelling corrections; all voted aye.
4. **Discussion of Annual Performance Evaluation:** Meierhoff moved, Heintzelman seconded, and all voted aye to go into closed session to discuss the Director's Annual Performance Evaluation and to discuss the appointment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (1). Closed session began at 6:13 pm.

Meierhoff moved, Heintzelman seconded, and all voted aye to adjourn the closed session at 6:57 pm.

Brockett plans to have feedback from trustees and departmental head employees by March 15. Those results will go out to board members, as a separate packet, to be addressed at the March 16 board meeting.

5. **Any and all other business that may properly come before this committee:** Bailey announced staffing changes as follows: Carol Carter is stepping down to fewer hours and will assist rather than being the primary coordinator for programming; Anna Fifhause will step into that role as of April 1, 2021.
7. **Adjournment:** Heintzelman moved and Meierhoff seconded a motion to adjourn; all voted aye. Meeting adjourned at 7:07 pm.

Respectfully Submitted,

Janie Jerch