

Lake Bluff Public Library
Human Resources Committee Meeting Minutes
Tuesday, June 8, 2021, at 11:00 am.
123 E. Scranton Ave, Lake Bluff, IL, 60044

1. **Call to Order:** Eric Bailey called the meeting to order at 11:12 am.
2. **Roll Call:** Members Heintzelman, Graziano, Jerch, and Library Director Bailey were present.
3. **Approval of Minutes:** Heintzelman moved and Jerch seconded a motion to accept the minutes of the March 23, 2021 HR Meeting; all voted aye.
4. **Appointment of Committee Chair:** Graziano agreed to chair the HR Committee. Jerch will send her the notes from Tricia Brockett concerning the changes to the format of the Director's yearly evaluation, which we want to continue to use.
5. **Goals for FY 2021-2022:** Bailey noted that the most recent goals were set in 2019 and were not revisited in 2020 due to the pandemic year, and that some of those goals were successful, others are still in progress, and some will move to other committees, specifically, the Volunteer Program will be moved to the Community Engagement Committee's purview. The new goals we decided upon are as follows:
 - a. Work on succession plans for all staff positions, including staff documenting what they do and how they contribute to the Library workflow.
 - b. Initiate benchmarking by reviewing staff salaries, especially with respect to the new minimum wage laws, and set goals for "informing---?---" (need to insert Eric's words here)
 - c. Have a representative from the HR Committee do exit interviews, in addition to those done by the Library Director, for any Library employee who is leaving. We will need to review exit interview practice and procedure; Bailey will send us his questions and help us with this.

Note: We discussed the last formal "Patron Satisfaction" survey that took place in 2018, which is different from the Village-wide survey, but felt that pursuing another survey falls under the purview of the Long-Range Planning Committee.

6. **Any and all other business that may properly come before this committee:** There was none.
7. **Adjournment:** Jerch moved and Heintzelman seconded a motion to adjourn the meeting; all voted aye. The meeting was adjourned at 12:07 pm.

Respectfully Submitted,

Janie Jerch