

Lake Bluff Public Library
Human Resources Committee Meeting Minutes
Tuesday, March 23, 2021, at 7:00 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 7:05 pm.
2. **Roll Call:** Brockett, Heintzelman, Jerch, and Meierhoff were present; Bailey was also present except for the closed (executive session) portion of the meeting.
3. **Consideration of Minutes of February 25, 2021 HR Committee meeting:** Heintzelman moved and Meierhoff seconded a motion to approve the Feb. 25, 2021 minutes; all voted aye.
4. **Discussion of Comp Time for Vaccine Volunteering:** Our lawyer said that paid comp time could present liability issues, so comping our employees Personal Time Off for time spent volunteering is what we decided, to be given after the volunteer hours have been logged. Brockett suggested setting a cap on comp PTO, and also noted that any employees needing time off due to adverse reactions to the vaccine can take sick days.

Bailey reported that Lake County wants to open a vax site in Deerfield and will be looking for volunteers for a soft launch next week. How convenient!
5. **Annual Performance Evaluation:** Brockett moved, and Meierhoff seconded a motion to enter executive session to discuss the Director's APE; all voted aye. Committee entered executive session at 7:23 pm. Bailey shared his thoughts and left the session at 7:29 pm. Meierhoff moved, and Brockett seconded a motion to end executive session; all voted aye. Executive session ended at 8:21 pm, and Bailey re-joined the meeting. Committee members plan to do some individual work and meet again shortly to finalize the APE.
6. **Any and all other business that may properly come before this committee:** There was none.
7. **Adjournment:** Meierhoff moved and Brockett seconded a motion to adjourn; all voted aye. Meeting adjourned at 8:41 pm.

Respectfully Submitted,

Janie Jerch