

**Lake Bluff Public Library**  
**Human Resources Committee Meeting Minutes**  
**Monday, October 19, 2020, at 2:00 pm**  
123 E. Scranton Ave, Lake Bluff, IL, 60044

Notice: This meeting of the Lake Bluff Library Human Resources Committee 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:** Eric Bailey called the meeting to order at 2:12 pm.
2. **Roll Call:** Heintzelman, Jerch, and Meierhoff were present.
3. **Consideration of Minutes of April 30, 2020 HR Committee meeting:** Heintzelman moved and Meierhoff seconded a motion to approve the minutes as written; all voted aye. Note that the Finance Committee will also need to approve the minutes since it was a joint committee meeting.
4. **Director's Evaluation:** This discussion was about the Director's mid-year check-in. Salient points mentioned were:
  - This has been an extraordinary year, proving that we always try to work flexibility into our goals for good reason.
  - Communication was a major goal; Bailey's meetings with communications advisor Nancy Borkman were not as frequent as had been anticipated due to covid and personal time restraints, but during the sessions that did take place, Bailey focused on brevity and staying on point. He requested feedback from the committee members on his success in that endeavor.
  - Meierhoff encouraged Bailey to continue with Borkman, particularly regarding communicating via Zoom.
  - A brief discussion of fundraising during a pandemic and Friends of the Library took place.
  - Meierhoff asked Bailey how the staff is holding up and how we could recognize their efforts; he responded that a gesture of appreciation would be very welcome. Bonuses were mentioned; we could legally give bonuses but waiting until the end of the current fiscal year would make financial sense.
  - Ms. Siebert has nothing to do right now.
  - Trustee vacancies are an ongoing issue that must be addressed soon.
  - Meierhoff volunteered to be the HR Committee Chair, since Butler was slated to perform that duty.
  - We plan to conclude Bailey's review in March of 2021 in order to present it in April.
5. **Any and all other business that may properly come before this committee:** There was none.
7. **Adjournment:** Heintzelman moved and Meierhoff seconded a motion to adjourn; all voted aye. Meeting adjourned at 2:52 pm.

Respectfully Submitted,

Janie Jerch