

Lake Bluff Public Library
Human Resources Committee Meeting Minutes
Tuesday, June 12, 2022, at 1:00 pm.
123 E. Scranton Ave, Lake Bluff, IL, 60044

Notice: This meeting of the Lake Bluff Library Building & Grounds Committee was held without all participants physically present. Some participants attended remotely via electronic means. This method is authorized by Executive Order of the Governor (COVID-19 Executive Order No. 5, March 16, 2020).

1. **Call to Order:** Director Eric Bailey called the meeting to order at 1:05 pm.
2. **Roll Call:** Members Jerch, Graziano, Shaul, Meierhoff, and Director Bailey were present.
3. **Approval of June 3, 2022 HR Committee Minutes:** In item 6, under HR Goals for FY22-23, one of our goals was to review job descriptions and salaries “with a professional HR company.” Graziano suggested that we strike the quoted portion, as the committee can complete said review on its own. Shaul moved and Meierhoff seconded a motion to approve the amended minutes of the June 3rd meeting with the noted phrase stricken, all voted aye.
4. **Discussion of Director Hiring:** Committee members felt that we should enter an *executive session* for discussion of this and parts of the next 3 agenda items. Graziano moved and Shaul seconded a motion to enter executive session; all voted aye; session began at 1:09 pm. Meierhoff moved and Shaul seconded a motion to leave executive session; all voted aye. Executive session ended at 2:43 pm.
 - a. Executive sessions are for the discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 and in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (21), or
 - b. 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)

One key point: it is atypical to have staff involved with interviews for the Library Director. A staff “meet and greet” is more typical once the new director is hired.

5. **Exit Interviews:** Bailey provided Graziano with a list of exit interview questions and will send them out to the rest of the committee.
6. **Review Processes:** Improvements have been made during the most recent Library Director Review and will continue to be improved.
7. **Job Descriptions:** Job posting sites ask for a brief description of the Library Director position; Graziano has asked for collaboration to create a draft with the goal of posting by July 20. Bailey recommended that, in the future, new employee onboarding be shifted from the Library Director to the Assistant Directors.
8. **Any and all other business that may properly come before this committee:** There was none.
9. **Adjournment:** Meierhoff moved and Shaul seconded a motion to adjourn; all voted aye. Meeting adjourned at 2:44 pm.

Respectfully submitted,

Janie Jerch and Bonnie Shaul