

**Lake Bluff Public Library**  
**Human Resources Committee Meeting Minutes**  
**Tuesday, August 30th, 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:** Interim Director Katie Horner called the meeting to order at 1:02 pm.
2. **Roll Call:** Members Jerch, Graziano, Shaul, and Interim Director Horner were present.
3. **Approval of July 22nd, 2022 HR Committee Minutes:** Shaul moved and Graziano seconded the motion to accept the minutes; all voted aye.
4. **Director Applications:** We have three applications so far, from Horner and Chapman (in house) and one other.
5. **Discussion of HR review process:** Graziano suggested posting our job opening with the LF/LB Chamber of Commerce and other local agencies such as the Village and the Park District. The Finance Committee will meet tomorrow to discuss our salary range for the new Director. Once we have a range, we discussed revising our postings with this new information, as Horner says that it's very common to include a salary range in a job posting. Currently the posting states that salary will be "commensurate with experience."

Graziano will set up a spreadsheet with applicants' information. Jerch noted that the one applicant so far wrote and thanked her for acknowledging the receipt of her application; it is important to do that for all future applicants as well.

Graziano shared with us the results of the Staff survey regarding desired attributes of a new Director. It contains valuable input from the Staff. Thanks to the Staff for taking the time to give us insiders' views on hiring the right person!

Before he left, Bailey put Graziano in touch with four local Library Directors who may be willing to share feedback on our most recent Library Director review process in an effort to improve our process. Graziano will contact the Directors of Cook Memorial in Libertyville and Glencoe Public Libraries; Bonnie will contact Deerfield and Highland Park Public Libraries. We looked at a document Horner provided of "Goals for meeting with Library Directors" and streamlined it slightly.

We discussed how pay increases for all employees occur: First, Library Director includes a pay raise fund in the proposed yearly budget; next, the Board of Trustees approves the budget and sets the pay raise for the Library Director; finally, the Library Director uses the remaining pay raise fund to determine raises for the rest of the Staff. We also discussed Staff Appreciation ideas. We have had Holiday Luncheons in the past and provided gift cards during the pandemic when it wasn't a great idea to gather in big groups. We talked of polling other libraries for ideas in addition to several we came up with, such as Holiday bonuses and extra Holiday PTO which could be coordinated with employees' work hours. The idea of an after-hours pizza party for Staff and their families was suggested as well. In 2023, National Library Week will be April 23-29 and National Librarian Day will be April 16. Perhaps these dates could be publicized and celebrated.

6. **Any and all other business that may properly come before this committee:** There was none.
7. **Adjournment:** Jerch moved and Graziano seconded a motion to adjourn; all voted aye. Meeting adjourned at 1:58 pm.

Respectfully submitted, Janie Jerch