

Lake Bluff Public Library
Human Resources Committee Meeting Minutes
Friday, February 4, 2022, at 3 PM
123 E. Scranton Ave, Lake Bluff, IL, 60044

Notice: This meeting of the Human Resources Committee was held without the participants physically present. All 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:** Committee Chair Jenny Graziano called the meeting to order at 3:00 pm. Present were Director Eric Bailey, Trustees Janie Jerch and Jenny Graziano. Member Jon Heintzelman was absent.
- 2. Approval of Minutes:** Jerch moved and Graziano seconded a motion to accept the minutes of 1/21/22; all voted aye.
- 3. Format of Director's Review:** We discussed the survey instruments we used last year in the Director's Annual Review of the previous year, and what we could modify to reflect this past year's goals. Graziano suggested that the committee chairpersons seek input from their committees' members about the Director's impact on helping each committee meet its goal(s), and include these findings in their reviews. We discussed what parts of the Annual Review gather input from Trustees and from Library F-T Employees and Associates. Graziano said she would make any necessary changes to the survey instruments and send them to Jerch for review before sending them out to those being surveyed. She will request all surveys to be completed and returned to her by Feb. 14, when she will then process the results to present at the next board meeting. She noted that we are on track with our Annual Review deadlines. (Yay!)
- 4. Adjournment:** Jerch moved and Graziano seconded a motion to adjourn; all voted aye. Meeting adjourned at 3:23 pm.

Respectfully submitted,

Janie Jerch