

Lake Bluff Public Library
Human Resources Committee Meeting Minutes
Friday, January 21, 2022, at 2 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:** Library Director Eric Bailey called the meeting to order at 3:07 pm. Present were Director Eric Bailey, Trustees Janie Jerch and Jenny Graziano. Member Jon Heintzelman was absent.
2. **Approval of Minutes:** We didn't have the minutes of the last meeting for approval.
3. **Director's Review:** Graziano reported that she received all the materials from last year, and that we first must use last year's review to assess whether the Director met the specified goals. We will craft the new review within the committee, then share it with the rest of the board for possible revision.

Graziano said that Meierhoff went over the mid-year review she had organized in October of 2021 with Bailey; Graziano will share that document with the rest of the committee.

For the new Director's review, we will begin with Bailey's goals for himself, and possibly update last year's goals as well. We have the instrument that former Trustee Tricia Brockett developed last year, and will also implement her asking for reviews from the Full-time Library Staff and the Library Associates, an innovation which we found valuable in last year's review.

Our timeline is to have HR Committee members' input in February, then meet again (without Bailey) once we have the Director's goals and all materials have been distributed to Committee members. Graziano agreed to handle this distribution.

4. **Adjournment:** Jerch moved and Graziano seconded a motion to adjourn; all voted aye. Meeting adjourned at 3:26 pm.

Respectfully submitted,

Janie Jerch