

**Lake Bluff Public Library**  
**Human Resources Committee Meeting Minutes**  
**Friday, July 22nd, 2022, at 10:00 am**  
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 10:09 am.
2. **Roll Call:** Members Jerch, Graziano, Shaul, Meierhoff, and Director Bailey were present.
3. **Approval of Minutes:** Graziano moved and Meierhoff seconded a motion to approve the minutes of the July 12th meeting, all voted aye.
4. **Discussion of Director Hiring and Exit Process:** Committee members went over Draft 1 of the job posting for a new Director as well as its implementation; Jerch will include revisions in Draft 2 and send it out to board members for feedback. ILA website costs \$100 to post for 30 days, posting to RAILS is free. O'Hara or Horner will help with the actual posting process. We also discussed a checklist for when applications arrive: We will send an email to each applicant saying their application was received, is being reviewed, and we will contact them after Sept. 30<sup>th</sup>. We will start a spreadsheet for internal use and will wait until we have winnowed the candidate pool before scheduling interviews and checking references (we will ask the candidate whether or not it is appropriate for us to contact their references first, especially their current manager). We will also contact all applicants when a decision is made, thanking the unsuccessful candidates for their interest in our library.  
For the Exit Interview, we went over Shaul's draft of the written version of exit interview questions, to be given to the employee prior to the face-to-face exit interview. Meierhoff suggested adding a friendly introduction to the written questions.
5. **Any and all other business which may properly come before this committee:** Bailey suggested that we provide opportunities for staff members to be asked via an anonymous questionnaire what they want to see in a new library director. O'Hara or Fifhouse could set up the survey on line and give staff members 5 or 6 days to respond. The Board should also keep staff posted of our progress and provide them opportunities for feedback.
6. **Adjournment:** Meierhoff moved and Shaul seconded the motion to adjourn; all voted aye. Adjourned 11:27 am.

Respectfully Submitted,

Janie Jerch