

Lake Bluff Public Library
Human Resources Committee Meeting Minutes
Friday, June 3, 2022, at 12:00 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 12:01 pm.
2. **Roll Call:** Members Jerch, Graziano, Shaul, and Director Bailey were present.
3. **Election of Committee Chair:** Jerch nominated Graziano to continue as chair, Shaul seconded the nomination; all voted aye.
4. **Approval of Minutes:** Jerch moved and Graziano seconded a motion to approve the minutes of the March 18th meeting, all voted aye.
5. **Discussion of HR Committee goals for FY21-22:**
 - i. Succession Planning: Bailey has been training some staff about what his job requires.
 - ii. Benchmarking: Salaries are being bumped up to ensure IL minimum wage; professional salaries are going to be increased to encourage retention. The process has not been completed this past FY but we are making progress.
 - iii. Exit interview practice and procedure: Not completed yet; we need to revisit this goal this FY.
6. **HR Goals for FY 22-23:** Graziano suggested reviewing job descriptions and salaries with a professional HR company. Committee members can also interview employees about their job descriptions and responsibilities. In addition, we can visit other area libraries to gather information about their procedures.
Bailey will send out revisions and clarifications to the 3 goals from last year as listed above. Shaul requested adding a study of employee benefits to our benchmarks, in addition to salaries.
We will meet again to discuss this further.
7. **Adjournment:** Shaul moved and Graziano seconded the motion to adjourn; all voted aye. Adjourned 12:29 pm.

Respectfully Submitted,

Janie Jerch