

Lake Bluff Public Library
Human Resources Committee Meeting Minutes
Tuesday, November 29th, 2022 at 7 pm
123 E. Scranton Ave, Lake Bluff, IL, 60044

Notice: This meeting of the Lake Bluff Library Human Resources Committee was held without 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:** Interim Director Katie Horner called the meeting to order at 7:09 pm.
2. **Roll Call:** Members Graziano, Shaul, Jerch, and Meierhoff were present, as well as Library Employee Martha O'Hara.
3. **Approval of Minutes from Oct. 24th meeting:** Graziano moved to accept the minutes of the HR meeting of Oct. 24, 2022; Shaul seconded; all voted aye.
4. **Director Transition Timeline:** Thanks to Martha, Katie, and Jenny Graziano for drafting the list of tasks in preparation for Renee Grassi's joining the Library as Director on Jan. 3, 2023. Items on the list and discussion about what is done already, what needs to be done, and who will do those things follows:
 1. Office cleaning and document removal is already underway. Martha has been going through the old documents, got permission from the State of IL to shred old documents that are no longer needed, and has contacted a shredding service to come in December. General tidying is needed, Jenny Graziano offered to help if necessary, and Martha and Katie assured us that December is usually a quiet month for the Library, so staff will (hopefully) have time to do this. There is a new monitor waiting to be installed in the Director's office; Katie will ask CVI to do that when they come out to move the other two computers by the old front door to a new location. Kathy Meierhoff suggested letting Renee pick out a new office chair that would be comfortable for her; possible purchase of a new desk can be put off until the new Fiscal Year.
 2. Monthly Calendar: Eric Bailey had put together a monthly calendar of staff assignments as well as out-of-library duties such as attending Village meetings, etc. It may need some tweaking. Katie and Kathy will also have access to the calendar and help Renee get familiar with it. Katie and Martha will help Renee daily, and Kathy will come in at least once a week as Renee tackles her new duties. One item of note is the Jan. 30, 2023 deadline for the annual IL Per Capita Grant application. Katie will call Engberg Anderson next week to check on the progress of the facility study so Renee can be informed about that. Also, we will facilitate Renee's meeting with every committee sometime during January 2023.
 3. Binder or manual: Eric, Martha, and Katie have already worked on this; with a minimum of tweaking, it should be ready for Renee.
 4. Welcome event for Staff and Renee: The Board will arrange to have a lunch buffet for the staff delivered from Bluffington's on Jan.3, Renee's first day. We will plan a "Meet the Director" event for the wider public later in January; Martha will look at dates when there is no evening programming and let us know.
 5. List of important people that Renee will need to meet: This list may not be complete, but was the result of our brainstorming session. Board members of the Friends of the Library, Village of Lake Bluff personnel Bettina O'Connell, Glen Cole, and Drew Irvin; Superintendents of both Lake Bluff Dist. 65 and Lake Forest High School Dist. 115; Director of the Montessori School; Park District Director John Bealer; Village Board President Regis Charlot; History Museum Board members Kathy O'Hara and employees Lyndy Jensen and Adrienne Fawcett; Chamber of Commerce director Joanna Rolek. We discussed how an event (mentioned above) can be planned and whether or not to invite the general public in addition to sending invitations to the above-mentioned people. We also noted that assigning a "wing-person" to Renee to introduce her to all these VIP's would be helpful.
 6. Main contacts on the Staff and Board that Renee will be able to go to with questions: Though every staff and board member will no doubt be happy to answer questions, Katie and Martha from the staff and Kathy and Bonnie Shaul from the board will be the point-people.

5. **Any and all other business that may properly come before this committee:** Jerch asked about the staff appreciation pizza party discussed at a recent B&G meeting. Katie will poll the staff to see which Friday after closing they prefer: Friday Dec. 9 or Friday Dec. 16. Once we have a date, this event, to which we will invite staff, their family members, and significant others, can easily be planned. This library is staffed by party animals! ;)

6. **Executive Session:** Graziano moved to enter Executive Session; Shaul seconded the motion; all voted aye. Katie gave Bonnie control of the zoom session; Katie and Martha signed off; Executive Session began at 8:05 pm. Purpose was to discuss personnel issues. Graziano moved to end Executive Session; Meierhoff seconded; all voted aye. Exec Session ended at 8:48 pm.

7. **Adjournment:** Jerch moved to adjourn the regular HR committee meeting and Graziano seconded; all voted aye. Meeting was adjourned at 8:49 pm.

Respectfully submitted,

Janie Jerch