

Lake Bluff Public Library
Human Resources Committee Meeting Minutes
Tuesday, October 18th, 2022, following regular Board Meeting.
123 E. Scranton Ave, Lake Bluff, IL, 60044

Notice: This meeting of the Lake Bluff Library Building & Grounds 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:** Shaul called the meeting to order at 9:07 pm.
2. **Roll Call:** Members Jerch, Graziano, Shaul, and Meierhoff were present.
3. **Motion to enter Executive Session:** Shaul moved to enter Executive Session to discuss interviews of candidates for the Library Director opening; Graziano seconded; all voted aye. Executive Session began at 9:08 pm.
4. **Motion to leave Executive Session:** Shaul moved and Jerch seconded the motion to adjourn Executive Session; all voted aye. Executive Session adjourned at 9:20 pm.
5. **Discussion of 2nd round interview process:**
 - Meierhoff will write up a menu of available benefits; any further questions by candidates will be referred to Bettina O'Connell at the VLB offices.
 - Graziano will ask Drew Irvin for an example of an offer letter, and will ask the candidates to make travel plans and keep receipts for reimbursement.
 - Schedule of the day(s) and times will need to be flexible but we will work with Marth O'Hara on the schedule and give Staff plenty of opportunity to spend time with each candidate.
 - There will be a travel stipend offered.
 - Is it possible for trustees who cannot be present at the Library during the interviews to dial in and listen to the interviews with those trustees present? Meierhoff will talk with Anna Fifhouse about it.
 - Meierhoff will follow up with necessary communications with the Staff and coordinate with O'Hara. She will also investigate hotels in the area to make suggestions to the candidates.
6. **Adjournment:** Shaul moved to adjourn and Graziano seconded; all voted aye. Meeting was adjourned at 10:08 pm.

Respectfully submitted,

Janie Jerch