

Lake Bluff Public Library
Human Resources Committee Meeting Minutes
Monday, October 24th, 2022 at 8 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:** Chair Graziano called the meeting to order at 8:13 pm.
2. **Roll Call:** Members Graziano, Shaul, Jerch, and Meierhoff were present.
3. **Interview Scheduling:** We spent time working out details of the interview schedules for the three candidates. We also contacted the Museum for permission for the candidates to take a break in the Museum space if necessary; permission was granted.
4. **Meals and Travel Expense Reimbursement:** Amounts for food and mileage were discussed and Meierhoff found lodging for the out-of-town candidates at the Deerfield Hyatt. We also discussed the possibility of providing a moving stipend if necessary.
5. **Interview questions:** Meierhoff and Shaul both had good questions for the final interview. Shaul will poll the other Trustees for questions as well, and will send out a spreadsheet of the interview schedule and participants to all Trustees. One important question is the date of each candidate's availability.
6. **Debriefing:** The HR committee will debrief after the last interview and will get the full board together soon after to discuss our finalists and determine a salary.
7. **Background Check:** This will be carried out only on the final candidate. An offer letter will be sent contingent upon successful completion of both background and medical checks.
8. **Adjournment:** Graziano moved to adjourn and Jerch seconded; all voted aye. Meeting was adjourned at 9:41 pm.

Respectfully submitted,

Janie Jerch

Please note that various members of the HR Committee and several other Trustees met several times in different groups during the days and evenings of October 26 and 27, 2022, to conduct interviews with the final three candidates for the Library Director position. While no formal meetings were called, these meetings fall under the category of executive sessions, since all were concerning personnel matters.