

**Lake Bluff Public Library**  
**Human Resources Committee Meeting Minutes**  
**Monday, June 12th, 2023 at 6 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:** Director Renee Grassi called the meeting to order at 6:04 pm.
2. **Roll Call:** Members Graziano, Shaul and Jerch were present.
3. **Approval of Minutes from May 2, 2023 meeting:** Shaul said that the executive session notes should be removed from the minutes, and that the initial 'C' should be removed from her name. She then moved moved to accept the amended minutes of the HR meeting of May 2, 2023; Jerch seconded; all voted aye.
- 3.5. **Election of a Chairperson:** Jerch nominated Graziano and Shaul seconded the nomination. Graziano graciously accepted; all voted aye.
4. **Discussion of Draft of Letter to Trustees Regarding Recognition Fund:** Graziano had previously proposed the establishment of a fund, served by voluntary, anonymous donations from the Trustees, to be used for staff recognition and at the Director's discretion. Grassi noted that our hospitality budget is quite small, so another fund would be necessary to provide meaningful staff recognition. Any donations would be made to the Library and would therefore be tax deductible. Shaul suggested bringing a revised proposal to the Trustees in September for further discussion, to possibly be implemented in November. Shaul reached out to the Park District Executive Director John Bealer about the logistics of their Recognition Fund. She will have spoken with Mr. Bealer by the next HR meeting, and Graziano will have a revised proposal.
5. **Review of Library Director Evaluation Timeline:** Grassi's first 6 months will be completed July 3, so an August review, while problematic, makes the most sense just this one time. The next evaluation will be back on a regular schedule, to be done in March 2024.
6. **Review of Email Drafts for Library Director Evaluation:** Evaluations by department managers will include the timeline for this one-off evaluation. Graziano will provide HR committee members with overview of evaluation forms for staff, managers, and trustees; please submit edits by June 15. Graziano asked Grassi to set up a board/HR email address to facilitate the process. Please submit edits to email correspondence by 6/27 to Grassi.
7. **Discussion and Final Review of Library Director Evaluation Forms:** Details of Library Director self-evaluation, Trustee evaluation of LD, Library Manager evaluation of LD, and Library Staff evaluation of LD were developed after looking at samples, listings of criteria, and scales.
8. **Review Draft of Library Director Job Description:** Discussion began at previous HR meeting; several suggestions were made to add items to the 'preferred qualifications' list, and discussions of years of experience, building management skills, and cooperation with other Village organizations were also added. The finalized version is to be presented to the Board at the July meeting.

## **9. Updates from the Director:**

a. Library staffing update: A summer intern was hired to help with the summer reading club. This was a paid position in the past, but no records of it existed; Grassi will integrate this into future budgets as a line item. (seasonal, average 20 hrs/wk, \$15/hr.) A new library associate job was posted last week; the position will be the same as existing associates' but with different hours.

b. HR Source Proposal and Scope of Work for Salary Benchmarking Project: Grassi reported signing a contract with "HR Source" to complete an analysis of our staff salaries, including benchmarking for all salaries. They will identify our peer libraries, using varied criteria. They will need job descriptions for all paid positions, which Grassi will provide. The analysis will begin in November. All concerned, including the Trustees, want to see the results and are committed to finding a way to bring us up to existing standards for salaries.

**10. Any and all other business that may properly come before this committee:** There was none.

**11. Adjournment:** Jerch moved to adjourn the meeting and Graziano seconded; all voted aye. Meeting was adjourned at 8:13 pm.

Respectfully submitted,

Janie Jerch