

**Lake Bluff Public Library**  
**Human Resources/Finance Committee Meeting Minutes**  
**Thursday, April 6, 2023 at 7 pm**  
123 E. Scranton Ave, Lake Bluff, IL, 60044

Notice: This meeting of the Lake Bluff Library Human Resources and Finance Committee was held without participants physically present. All participants attended remotely via electronic means. This method is authorized by the 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 7:03 pm.

**2. Roll Call:** Members Zaute, Shaul and Graziano present Hayes, Meierhoff and Jerch absent .

**3. Approval of Finance Committee Minutes from March 7, 2023 meeting:** Shaul moved to accept the minutes of the Finance meeting of March 7, 2023; Zaute seconded; all voted aye.

**4. Approval of HR Committee Minutes from February 10, 2023 meeting:** Graziano moved to accept the minutes of the Finance meeting of February 10, 2023; Shaul seconded; all voted aye.

**5. Presentation of Staff Recognition Proposal and Discussion:** Grassi provided a budget overview to show where the library stands financially. April 30 will be the end of the fiscal year. The library has received 100% property tax, \$30,000 collected from passport revenue. Currently we have 87% of the budget spent. At this time last year we spent more and there is ample money in the salary budget line \$10,000 under spent for IMRP. Even with the building updates including the new book drop, light fixtures, computer contract and water heater, there will be \$20,000 for the receive \$4,000 more than anticipated. This leaves \$50,000 for salaries.

In regards to the bonus proposal, these bonuses do not need to be approved by trustees but to be transparent to the board and the public Grassi felt it was important to meet and vote. Employees deserve the financial recognition for their hard work and this bonus would be part of a total reward experience. This is a rare year where there are ample funds left in the budget. In regards to Hayes's questions submitted to Grassi, Grassi does not intend to see bonuses as a staff wide financial program again but will be working to make salary adjustments based on the new job descriptions that staff and Grassi are completing. Grassi explained the difference between the two levels of associates- one works 18 hours and does not receive benefits and the other works 24 hours on average and receives paid time off and IMRF benefits. Schaul explained that in her experience she has seen bonuses prorated by the hours someone works and would their be value in delineating between the two groups of associates. Grassi explained that the level of responsibility can still be significant for associates that are working 18 hour weeks so she included all associates in the same category. Zaute, Graziano and Shaul discussed and agreed to keep associates in the same category.

**6. Executive Session:**

Members moved to Executive Session at 7:26

Members returned from Executive Session at 7:45.

**6. Staff Recognition Proposal:** Zaute moved to approve staff bonuses with the changes discussed in Executive Session. Shaul seconded. All voted aye. Grassi thanked all of the Board members that were present and unable to attend the meeting for their support. Grassi explained that the bonus news would be shared over email and blog post.

**7. Director Update:** Grassi explained that planning for next year's fiscal year will allow for the hire of a position of 18 hours to provide more coverage. Creating new job and updated job descriptions so that Salary Benchmarking can be done through Job Source.

**8. Adjournment:** Shaul moved to adjourn the regular HR/Finance committee meeting and Zaute seconded; all voted aye. Meeting was adjourned at 8:02 pm.

Respectfully submitted,

Jenny Graziano