

**Lake Bluff Public Library**  
**Human Resources Committee Meeting Minutes**  
**Monday, October 21, 2024 at 2 pm**  
123 E. Scranton Ave, Lake Bluff, IL, 60044

1. **Call to Order:** Committee Chair Graziano called the meeting to order at 2:17 pm.
    - a. **Roll Call:** Members Jenny Graziano, Janie Jerch, Board Secretary Allie Friedeman, and Board Secretary Bonnie Shaul were present.
    - b. **Approval of Minutes from Sept. 30:** Graziano moved and Jerch seconded a motion to approve the minutes; all voted aye.
  
  2. **Review and discuss requests for proposals for the Director Search Services:**
    - a. We received 5 proposals, 4 from firms we had contacted from Grassi's list, and one local firm that saw our RFP on our website.
    - b. We quickly narrowed the field down to three, then after some discussion, down to two.
  
  3. **Discuss and recommend next actions in the Director Search:**
    - a. Jenny will contact the other libraries serving as references for one of the firms; Allie will do the same for the other.
    - b. We discussed what questions to ask of the references to make comparisons clearer.
    - c. We agreed to meet again on Monday, Oct. 28 to go over the results and make our final decision.
    - d. Jenny will contact the three firms that were eliminated from consideration.
    - e. Jenny will contact the chosen firm and the other on as quickly as possible after the 10/28 meeting.
  
  4. **Discuss salary estimates for the next Full-Time Director:** Our starting discussion was about a salary of \$127,900 that was given as *MID-range* on a salary range list we had. Also we noted that there are many people in the Library world leaving the profession right now for various reasons, so finding a competent director will be competitive. We agreed that we would discuss salary range with our Interim Director, David Seleb, and the search firm we choose to hire. We also heard a brief report from Bonnie on her meeting with the Finance Committee, conversations with Bettina O'Connell at the Village, and with David Seleb about our tax levy and how that will impact our ability to offer a competitive salary.
  
  5. **Consider and propose timeline for Library Personnel Policy Review:** We agreed to postpone this work for now but we want to finish our review and policy changes with David's input before he leaves. With that in mind, we will try to meet with him in November. We agreed that the major issues to consider are vacation and personal leave accrual and payouts, and paying time-and-a-half for Sundays. Once we have a policy created, it will have to go to our legal counsel and/or HR Source for their review before we bring it to the full Board of Trustees for approval.
- Executive Session:** There was none.
- a. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 and in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (21)
  - b. To discuss the appointment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (1)
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6. **Adjournment:** Graziano moved to adjourn the meeting; Jerch seconded; all voted aye. Meeting adjourned at 3:38.

Respectfully submitted,

Janie Jerch