

Lake Bluff Public Library
Human Resources Committee Meeting Minutes
Monday, November 18, 2024 at 1 pm
123 E. Scranton Ave, Lake Bluff, IL, 60044

1. Call to Order: Committee Chair Graziano called the meeting to order at 1:04 pm.

a. Roll Call: Members Jenny Graziano, Janie Jerch, Bonnie Shaul, and Interim Director David Seleb were present.

b. Approval of Minutes from Oct. 28: Graziano moved and Jerch seconded a motion to approve the minutes; all voted aye.

2. Review Library Personnel Handbook re:

a. Accrual rates for part time and full time employees: Decision was to leave much of this revision for the next director, with agreement to consider deleting the phrase “at the discretion of the director” at the next board meeting. The 12 week paid leave with possible extensions are concerning.

b. Vacation Extensions: Sec. 5.7 outlines vacation days policy; we want to compare ours with other area libraries, specifically Deerfield, Glencoe, and Cook Memorial. Seleb will ask HR Source to evaluate/review/benchmark our current leave policies. Sec. 5.6 concerns sick leave days; we will ask HR Source to look at this also. We agreed that there should be no payout of unused sick days upon termination of employment. We also will check the Village of Lake Bluff policy on sick leave days; as having our policy align with theirs would be advantageous.

c. School visitation allowances were discussed.

d. Medical leaves at Library Director’s discretion were also discussed under part a.

3. Holiday Celebration for Library Staff: Postponing until January was suggested. Seleb will ask the managers about their preference; the cost will be paid from the budget.

4. 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)

5. Adjournment: Shaul moved to adjourn the meeting; Jerch seconded; all voted aye. Meeting adjourned at 2:46.

Respectfully submitted,

Janie Jerch