

Human Resources Committee Meeting

December 18, 2020

Call to Order/Roll Call

Maria Rector called the meeting to order at 11:06 AM via Zoom with Dianne Allendorf and Jenna Diedrich also present.

Public Comments

Approval of July 16, 2020 Minutes

A motion was made and seconded to approve the minutes as presented. Motion carried.

Update On Development of Orientation Plan for New Library Trustees

All information will be loaded on the iPads. There will be an orientation folder for each of 12 areas including:

Welcome Letter

General Library Information (History, Mission Statement, Strategic Plan, etc.)

Responsibilities of Trustees/Librarian

Contact Information (Board & Director)

Calendars

Library Basics (What is a Public Library District; Serving Our Public 4.0)

Board Information (Committees, Bylaws, Minutes, etc.)

Funding/Taxes

Meeting Procedures (Robert's Rules)

Library Law (FOIA, OMA, etc.)

Advocacy (Friends, Federal Issues, Intellectual Freedom)

Additional Resources (ILA, Illinois State Library, RAILS)

Some resources themselves will not be on the iPads but will be annotated to direct members to where they are found (e.g. website, link to Serving Our Public, etc.).

Jenna is working on going through past minutes in regards to building, finances, equipment purchases, and grants and listing what things were done and when, and this list will also go on the iPads.

Term dates will be added to the board information.

Contact information for the staff is in the Succession Plan so the committee did not feel the need to list that here other than for the director. This is also true of the Friends' board information. The Friends Board of Directors information needs to be updated.

Maria reported that the Friends president attributed not meeting 6 times per year to Covid 19 and there being no book sale to plan for. Jenna noted that they have not met 6 times in other years either. Jenna has offered to set up Zoom meetings for them. Maria was met with no response when she suggested that bylaws be revised to reflect reality.

Jenna is working on a spreadsheet showing when policies are written/updated which will also go on the iPads. Jenna has some examples of director evaluations from other libraries that she will send to the committee.

The Trustee Orientation Manual will be sent to the board for review.

The committee will meet again on 1/7/2021 at 10:00 AM.

The director orientation will be put on hold until completion of the Strategic Plan.

A motion was made and seconded to adjourn the meeting at 11:34 PM. Motion carried.

Respectfully submitted,
Dianne Allendorf
Recorder