



**MINUTES OF THE LA GRANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES PERSONNEL  
COMMITTEE MEETING**

**January 8, 2019**

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**PRESENT:** Tom Krueger, Bridgette O'Connor, Laurie Braun

**ABSENT:** None

**STAFF:** Charity Gallardo

**VISITORS:** None

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**Meeting called to order by Braun at 6:34 pm.**

**Public Comments on the Agenda:** None.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

**Succession Plan Review:**

The purpose of the meeting was to review the succession plan for Executive Director in light of Gallardo's upcoming planned leave of absence.

The current plan needs revising because it names staff in the line of succession who are no longer employed by the La Grange Public Library and is focused mainly on unplanned absences requiring someone assume the full roles and responsibilities of Executive Director.

Gallardo recommended defining key tasks an interim or acting director would need to cover and then basing the succession plan on current responsibilities and needs in the departments. Gallardo will develop and keep a document outlining the succession, which will be reviewed annually. Gallardo will revise the current plan and send it to the Personnel Committee for review.

Gallardo's upcoming leave was discussed, which is anticipated to begin mid-March. She requested a 10-week leave of absence. If timing permits, she'd like to attend Director's University the first week of June. Gallardo will send an email with her leave request to the full board.

**PUBLIC COMMENTS REGARDING MATTERS NOT ON THE AGENDA:** None.

**ADJOURNMENT:** Braun adjourned the meeting at 7:18 pm.

Submitted by:

Laurie Braun