

**Minutes of the Special Meeting of the Human Resources Committee of the  
Board of Library Trustees of the  
Village of Carol Stream.**

**Date: April 6, 2011**

**Time: 7:30 p.m.**

**Place: Business Center**

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**1. Call to Order**

Committee Chair Bailey called the meeting to order at 7:30 p.m.

**2. Roll Call**

The roll was conducted by recognition.

Present: Trustees Bailey, Siegman, Outland and Douglas

Absent: None

Also Present: Trustees Hudspeath and Arends, Library Director Ann Kennedy, Assistant Library Director Pam Leffler

**3. Approval of Minutes of Human Resources Committee Meeting of December 15, 2010**

Trustee Douglas moved and Trustee Outland seconded to approve the Minutes of the Human Resources Committee Meeting of December 15, 2010.

Trustee Arends requested a small change with a word insertion.

Motion carried by voice vote.

**4. Approval of Minutes of Human Resources Committee Meeting of February 16, 2011**

Trustee Douglas moved and Trustee Bailey seconded to approve the Minutes of the Human Resources Committee Meeting of February 16, 2011.

Motion carried by voice vote.

Minutes of the Executive Session of February 16 will be presented at the next meeting.

**5. Discussion, Re: Need for additional personnel in Adult Services and Circulation Services Departments**

Director Kennedy reviewed the reasons for the request for additional personnel. In the Adult Services Department there are now two service desks which need to be covered plus there has been a 35% increase in the number of reference questions asked this fiscal year. The Adult Services librarians are also responsible for the Library newsletter, the library web page, collection development, homebound delivery and programs. The request is for one additional full-time reference librarian. This will give all librarians more time off desk and also allow the Assistant Director to spend less time on the service desk and more time performing her regular duties. The Director has been notifying the Board for several months that more hires will be requested in order to handle the increase in activity in the Adult Services Department.

Trustee Hudspeath asked if it would be more beneficial to hire someone who would specialize or would it be better to spread the responsibilities around. Director Kennedy explained that it is better to hire someone with multiple responsibilities. It is better to have multiple people trained on each responsibility such as the Web page or newsletter so no service is dependent on a single person.

Discussion followed on the time spent by the Assistant Director covering the service desks in the Adult Services Department.

Trustee Siegman felt that the new full-time position in the Adult Services Department was justified. President Douglas agreed to recommend to the Board that an additional full-time reference position be established in the Adult Services Department. The rest of the Committee concurred.

Director Kennedy reviewed the need for an additional clerk in the Circulation Department. Circulation is up 18% for the year which means 18% more items to check out, check in and put away. The request is for one additional page at 10 hours per week and one additional clerk at 20 hours per week. Trustee Siegman asked how many hours an employee had to work per week to be benefit eligible. Director Kennedy explained that it is 19.5 hours. She also explained that it is often easier to hire qualified personnel if benefits are offered. However if an employee works enough hours to receive paid vacation than they also have to join IMRF. Some employees prefer to stay below that level. Trustee Hudspeath asked that if enough employees want additional hours could the gaps in staff coverage be filled that way. Director Kennedy explained that it is better to hire an additional person for the coverage so more staff is available to cover during vacations.

Trustee Arends asked if the part-time people would ever become full-time. Director Kennedy stated that she would come to the Board for authorization on such a change. Trustee Arends also enquired about hiring temporary help. Director Kennedy explained that contracting for temporary help through a service is more expensive than hiring someone because you have to pay the employee and pay the service.

Trustee Arends also enquired about an extern program through a library school. Trustee Arends further clarified that the schools do not have to be paid by the Library hosting the extern. The schools will provide online continuing education for staff in exchange for accepting an extern. Each of two programs will provide a student for up to 120 hours per semester. There are 3 semesters during the year when externs could be brought in. Trustee Arends proposed externs as an option to hiring more staff. Director Kennedy expressed her concern that as each extern comes through the Library they would need to be trained and then they would move on after 120 hours. There is a hidden cost to the Library involved in training. Director Kennedy emphasized that they need a staff member whose skills they could build on and who would make a long-term commitment to the Library. President Douglas stated that you can't use externs or interns to take the place of regular staff. Trustee Arends asked about hiring a current volunteer to fill the full-time position. He also reemphasized the availability of online continuing education to the Library staff if we use an extern. Trustee Arends also asked about the possibility of reallocating functions among the existing circulation staff. Director Kennedy stated that all the circulation clerks are already working at capacity and the functions cannot be reallocated. Trustee Hudspeath stated that an extern who is working towards a Master's Degree would not want a position as a circulation clerk. Trustee Siegman stated that she would like to see a study of the cost of training externs every three months versus training a new hire.

Trustee Bailey stated that he has worked with interns and externs in his career with mixed results. His experience is that if you make the commitment to hiring and training an employee than you get a commitment from the employee.

Director Kennedy agreed to look at the extern programs to see if the Carol Stream Public Library could use them in any way.

President Douglas stated that he supported bringing the recommendation to the Board. Trustees Bailey and Siegman agreed. Trustee Bailey thanked Trustee Arends for his research. The consensus of the committee was to bring it to the Board at the next meeting.

## **6. Discussion, Re: Merit increases for personnel for FY2012**

This issue arose from the Finance Committee meeting. A 3% increase was budgeted in each of the salary lines for pay increases. The question arose if the Library Director should award no greater than 3% to any staff member or if the Director should be authorize to work from a pool of funds to award merit increases, that pool not to exceed

the 3% in each account line. President Douglas stated that he favored the pool concept so that employees doing an outstanding job could be compensated more. Trustee Siegman agreed with President Douglas and stated further that merit increases are good for moral. Trustee Outland agreed that merit increases are better than across the board increases. Trustee Bailey felt that working from a pool would be a wise management choice. Trustee Arends asked about guidelines from the Board on a cap in spending. Trustee Bailey stated that the cap would be imposed by the amount in the pool. Committee members agreed that there is no obligation to spend all of the money in the pool. Trustee Douglas recommended that the Committee set guidelines that no one get more than a 4% increase. Other committee members agreed. The Committee will recommend the pool approach with a ceiling of 4% on any individual increase.

**7. Executive Session: Annual Performance Evaluation of the Library Director**

Trustee Douglas moved and Trustee Siegman seconded that the Human Resources Committee go into Executive Session under the exceptions to the Open Meetings Act 5 ILCS 120/2 (c) 1: “The appointment, employment, compensation, discipline, performance or dismissal of specific employees...” Motion carried.

Ayes ..... 4 Trustees Outland, Siegman, Bailey, and Douglas  
Nays ..... 0 None  
Absent or  
Not Voting .... 0 None

Trustee Arends and Hudspeath and Assistant Director Pam Leffler were invited to stay for the Executive Session.

Accordingly, the Meeting was closed to the public at approximately 8:20 p.m. pursuant to the exception to the Illinois Open Meetings Act 5 ILCS 120/2(c)1 to discuss the performance evaluation of the Library Director whereupon the Committee discussed the aforesaid matter and no other in closed session. The Committee returned to regular session at 9:12 p.m.

**8. Adjournment**

There being no further business to come before the Human Resources Committee, the Meeting was adjourned at 9:13 p.m.

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Approved (date)

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Ann Kennedy, Library Director  
for the  
Human Resources Committee