

**MINUTES OF THE SPECIAL MEETING OF THE  
HUMAN RESOURCES COMMITTEE OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF CAROL STREAM**

**Carol Stream Public Library  
616 Hiawatha Drive  
Carol Stream, Illinois 60188**

**DATE: February 20, 2008**

**Time: 6:45 p.m.**

**PLACE: Community Room**

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**1. Call to Order**

Chairman Bailey called the Special Meeting of the Human Resources Committee to order at 6:47 p.m.

**2. Roll Call**

The roll was called by recognition.

Present: Trustee Bailey, Trustee Douglas, Trustee Shambo

Absent: none

Also Present: Library Director Ann Kennedy

**3. Approval of Minutes of Human Resources Committee Meeting of August 1, 2007**

Motion was made by Trustee Douglas, seconded by Trustee Bailey to approve the Minutes of the Human Resources Committee Meeting of August 1, 2007 as presented. Motion carried.

Ayes ..... 3 Trustees Shambo, Bailey, and Douglas

Nays ..... 0 None

Absent or Not Voting .... 0 None

**4. Discussion, Re: Proposed adjustments in Personnel Pay Ranges**

Director Kennedy reviewed the reasoning behind and the process for reviewing the pay ranges. This year the Exempt staff range was compared to the LACONI Salary Survey and the Library Journal Survey and was found to be low in all areas. Range adjustments were proposed of 7.46% in Grades 1-3. The adjustment in the other grades would be higher with the Assistant Library Director and the Library Director being adjusted up 7.64%. The Pay Range for the non-exempt staff received a full adjustment in FY2006. This year it is proposed that Grade 1 be adjusted up to a minimum of \$7.75 per hour, a 3.33% increase, which coincides with the State of Illinois minimum wage that goes into effect July 1, 2008. Grades 7 and 8 would also be adjusted to reflect the changes made in the Exempt Librarian grades 1 and 2.

The Pay Range for Maintenance/Custodial Personnel continues to be comparable to other libraries and to the Bureau of Labor Statistics for the Chicago area.

Recommended salary increases for Exempt and Non-Exempt personnel were discussed. Board members were concerned that most industries and government units are not receiving cost of living increases, or anything close; most are around 2%. However, they also recognized that the Library employs good people and we want to keep them.

The Committee will take a recommendation to the Board that the proposed Pay Range be passed, effective May 4, 2008 and that the recommended salary increases be a 4% pay range adjustment and up to 1.5% merit for the Exempt Staff and a 3.5% pay range adjustment plus a merit increase up to 1% for Non-Exempt Staff.

## **5. Adjournment**

There being no further business to come before the Human Resources Committee, the Meeting was adjourned at 7:17 p.m.

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Approved (date)

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Ann Kennedy, Library Director  
for the  
Human Resources Committee