

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

Date: April 14, 2009

Time: 7:00 p.m.

Place: Conference Room

1. Call to Order

Trustee Bailey called the meeting to order at 7:04 p.m.

2. Roll Call

The roll was conducted by recognition.

Present: Trustees Bailey, Douglas, Shambo, Hudspeath and Siegman

Absent: none

Also Present: Library Director Ann Kennedy

3. Approval of Minutes of Human Resources Committee Meeting of May 7, 2008

Motion was made by Trustee Douglas, seconded by Trustee Shambo to approve the Minutes of the Human Resources Committee Meeting of May 7, 2008 as presented. Motion carried.

4. Approval of Minutes of Human Resources Committee Meeting of February 11, 2009

Motion was made by Trustee Shambo, seconded by Trustee Douglas to approve the Minutes of the Human Resources Committee Meeting of February 11, 2009 as presented. Motion carried.

5. Discussion, Re: Military Leave Policy

Two Military Leave Policies were drafted by Ancel Glink for the Board's review. There are several State and Federal laws which apply. Most employers go with one sentence: **"Employees shall be entitled to all military leave benefits in accordance with state and federal law."** The more informative policy incorporates all relevant statutes. The Committee agreed to recommend the one sentence "policy" including it in the current personnel code as item VII, B, 8. It would fall in the section on Benefits which includes Vacations, Sick Leave, Personal Days Off, and Leave of Absence. The longer policy would be retained for reference purposes.

6. Annual Performance Review of the Library Director

Committee members were given a Review of what Director Kennedy had done to meet last year's goals, plus other achievements of the year. One of her goals was to take classes in pursuit of Certification as a Public Library Administrator. Three courses were completed and the grades are attached as a PDF. In February employees with the status of Person In Charge, which would include managers and senior librarians were asked to complete a short on line review of my administrative style. The result is also attached.

Committee members commended Kennedy on her performance over the past year especially in keeping the Library moving forward and under budget. The also thanked her for her work on the many policies which needed to be updated. Her initiatives on making the Library more green were praised and she was encouraged to work more on this aspect.

Trustee Douglas moved and Trustee Shambo seconded that the Meeting be closed per 5ILCS 120/2(c)(1) specifically to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body. Motion carried.

Accordingly the Meeting was closed to the public at 7:21 p.m. whereupon the Committee discussed the aforesaid matter and no other matter in closed session. (The Director left the Meeting at 7:21 p.m.) The Committee returned to regular session at 7:32 p.m.

7. Discussion, Re: Employment Contract

It was agreed that an employment contract for the Library Director would not be pursued.

8. Adjournment

There being no further business to come before the Human Resources Committee, the Meeting was adjourned at 7:36 p.m.

Approved (date)

Ann Kennedy, Library Director
for the
Human Resources Committee