

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

**Date: February 11, 2009**

**Time: 7:00 p.m.**

**Place: Conference Room**

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**1. Call to Order**

Trustee Douglas called the meeting to order at 7:12 p.m.

**2. Roll Call**

The roll was conducted by recognition.

Present: Trustees Douglas and Siegman

Absent: Trustees Bailey and Shambo

Also Present: Library Director Ann Kennedy

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

A quorum was not present. Minutes will be approved at the next Committee meeting.

**4. Discussion, Re: Proposed Pay Ranges**

Minimum Wage in the State of Illinois will go up to \$8 on July 1, 2009. The minimum wage for a Non-Exempt Grade 1, Page at the Carol Stream Public Library will be increased to \$8 effective May 3, 2009. This increase will push all of the Grades above Grade 1 up an average of 3.3%. These new ranges were compared to the LACONI Salary Survey and the salaries are comparable.

There are no adjustments being requested for the Exempt Pay Range or the Custodial Pay Range.

The Managers are asking that there no longer be pay increases in the form of salary range adjustments but that all pay increases be based on merit. The average merit increase for next year would be 2% for an adequate employee up to 3.5% for a great employee. Some employees who will be below the new minimums would receive more than 3.5%.

**5. Discussion, Re: Revisions to the Personnel Code**

The Trustees reviewed the proposed changes to Policy 3.A. Personnel Code. Director Kennedy pointed out the major changes, in addition to the legal language from Ancel Glink in the Introduction and Section I, the calculation of vacation benefits was reworded to be clearer. There were extensive additions to the FMLA section. Trustee Douglas asked that a section on Military Leave be added. The trustees also modified section IX Performance Reviews on when the Director will be reviewed.

Director Kennedy summarized the discussion of the Management Staff about changing annual reviews from each April to the anniversary date of the employee. After discussion the Trustees stated that they were not in favor of the change.

**6. Adjournment**

There being no further business to come before the Human Resources Committee, the Meeting was adjourned at 7:42 p.m.

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Approved (date)

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Ann Kennedy, Library Director  
for the  
Human Resources Committee