

Minutes of the 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, IL 60188**

Date: February 13, 2013

Time: 7:00 p.m.

Place: Horizon Room

1. Call to Order

Committee Chair Susan Galle called the meeting to order at 7:01 p.m. and led the group in the Pledge to the Flag.

2. Roll Call

Present: Trustees Galle, Hudspeath, DeRango and Wade. Trustee Clark arrived at 7:25 p.m.

Absent: Trustees Bailey and Jeffrey

Also Present: Library Director Susan Westgate, Head of Youth Services/Interim Assistant Director Mary Clemens

Visitors: Clare Meehan, Tony Clemens

3. Compensation Raises

Director Westgate requested a pool of 3% to compensate employees based upon merit beginning May 1, 2013. The Trustees discussed the pros and cons of merit raises and across the board raises. They also discussed the current economy of the community and the increase in Social Security withholding. Director Westgate stated that she preferred merit raises to reward employees that perform at a higher level and to motivate staff. The committee agreed to a merit increase.

4. Proposed revisions to Job Description for Youth Services Manager/Assistant Director

Director Westgate requested making the position of Head of Youth Services/Interim Assistant Director a permanent position, keeping the existing increase in compensation permanent.

She proposed that the funds allocated for the vacant Assistant Director position be used for a full time IT position and a part-time graphic artist position to be filled in FY 2014. The committee agreed with her recommendation.

5. Budget Workshop

The Board would like to meet in March to go over the working budget. March 13, 2013 at 7:00 p.m. was set as a tentative date for the meeting.

Trustee Galle moved and Trustee Wade seconded that the Board of Library Trustees convene in Executive Session under the Illinois Open Meetings Act for discussion of previous Executive Session Minutes under Illinois Open Meetings Act, 5 ILCS 120/2(c)(21). Motion carried.

Ayes 5 Trustees Clark, Galle, DeRango, Hudspeath and Wade
Nays 0 None
Absent: Trustees Bailey and Jeffrey

Accordingly the Meeting was closed to the public at 8:00 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 8:35 p.m.

There being no further business to come before the Human Resources Committee, the Meeting was adjourned at 8:36 p.m.

Approved (date)

Susan Westgate, Library Director
Human Resources Committee