

# 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: December 18, 2013

Time: 7:00 p.m.

Place: Horizon Room

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## 1. Call to Order

Committee Chair Bonita Berryman-Gilliam called the meeting to order at 7:03 p.m. and led the group in the Pledge to the Flag.

## 2. Roll Call

Present: Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh, Jeffrey, Bailey

Absent: None

Also Present: Library Director Susan Westgate, Assistant Director/Head of Youth Services Mary Clemens and HR Administrator Fran Venegas

## 3. Job Description Revision-Youth Services Associate

The Youth Services Department currently has two vacant part-time positions. The Library Director, HR Administrator, and Assistant Director/Head of Youth Services have reviewed the existing job descriptions for Youth Services Associates and part-time Librarians and full-time Librarians and made modifications to the positions. The updated job descriptions enable the Library to appeal to the best and brightest in the field of Youth Services and outline clear expectations for the positions. The Board reached a consensus for a recommendation to approve the job revision.

Notable changes include:

- Remove the different numbered levels (1-3) - all Associates are tasked with the same duties
- Increased responsibilities-less clerical and a more integral role within the department
- Additional educational requirements. Are now the same as the recently approved Adult Services Reference Associate position
- Change in pay grade to the same as the Adult Services Reference Associate

## 4. Job Description Revision-Youth Services Librarian

The Board reached a consensus for a recommendation to approve the job revision.

Notable changes include:

Youth Services Part-time Librarian

- Remove the different numbered levels (1-2) - all YS Part-time Librarians are tasked with the same duties
- Job description includes the number of hours to meet the Fair Labor Standards Act (FLSA) regulations for non-exempt status
- Additional educational requirements to include specialized coursework in youth preferred
- Minimum of one year public library experience preferred
- Non-exempt pay grade 7 (from former Librarian 1 position) to be used

Youth Services Librarian (full time exempt)

- Remove the different numbered levels (1-2) - all YS Librarians are tasked with the same duties
- Additional educational requirements to include specialized coursework in youth preferred
- Minimum of one year public library experience preferred
- Exempt pay grade 1 (from former Librarian 1 position) to be used

**5. Promotion/Advancement Statement**

Recommendation to remove the Promotion Criteria and Advancement statements from the Library's current job descriptions. The current statement reads "Satisfactory performance at current level." A satisfactory performance is expected to retain employment and is not a criteria for promotion. The Board reached a consensus to remove this statement from job descriptions.

There being no further business to come before the Human Resources Committee, the Meeting was adjourned at 7:23 p.m.

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Approved (date)

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Susan Westgate, Library Director  
Human Resources Committee