

# 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: March 16, 2016**

**Time: 6:30 p.m.**

**Place: Horizon Room**

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1. Call to Order

Committee Chair Bonita Berryman-Gilliam called the meeting to order at 6:30 p.m. and led the group in the Pledge to the Flag.

2. Roll Call

Present: Trustees Lynch, Sheikh, Bagdonas, Berryman-Gilliam and Jourdan

Absent: Trustees Johnson and Larimer

Also Present: Library Director Susan Westgate, Assistant Director Mary Clemens, Head of Adult Services Laura Hays and HR Administrator Mary Pellico

3. Job Description - Marketing Coordinator

Background Information:

This job description has been created to include additional tasks for a full-time position and a change in pay grade.

4. Job Description- Human Resources Administrator

Background Information:

This job description has been created to include additional tasks for a full-time position and a change to exempt.

5. Recommendation for Additional Youth Services Librarian for FY16/17

Background Information:

The Youth Services Department continues to grow in their programming offerings as well as their outreach efforts to local schools. The majority of their programming is home grown (planned and presented by staff). It was recommended that an additional full-time Youth Services Librarian be added to the department to ensure they continue to provide their excellent standard of service to the community.

5. Compensation/Merit Raises for FY 16/17

Background Information:

The employees of the Carol Stream Library have demonstrated an unprecedented enthusiasm and energy for the goals and objectives in the Library's Strategic Plan. They have embraced the future of change that is bringing the CSPL into the forefront of community library services. Employees are taking on new roles and responsibilities that are outside the scope of their normal daily activities and taking leading roles on objective and goal teams. They are to be commended for their commitment and dedication to the organization's success. They have risen to the challenge of high expectations of customer service, community and library program involvement, and increased outreach. Staff receives an annual evaluation each spring. Merit raises are awarded at the beginning of the new fiscal year, May 1, 2016. These increases would be awarded between zero and 6%, dependent upon performance. The proposed budget will accommodate these increases.

6. Market Benchmarking & Structure Development Project Proposal

Background Information:

One of the objectives of the Library's Strategic Plan is to implement organizational system improvements. As part of this objective, it is recommended that the Management Association of Illinois provides the Library with an analysis of our current job descriptions and salary structures and to provide a benchmark analysis based upon current market data. This process will ensure that the Library is competitive in the job market and is providing equitable compensation to staff.

7. Review of New/Revised Policies # 301-313

Background Information:

Another organizational improvement underway at the library is the replacement of the Personnel Policies with an Employee Handbook. This handbook will provide employees easy access to employee policy information in an organized and coherent format. Many of the policies are a rewording and reorganization of current content. It is recommended that the new policies go into effect in FY 16/17. The proposed policies have been reviewed and vetted by the employment lawyer at the Management Association of Illinois.

8. Review of Attendance Policy

Background Information:

This new policy emphasizes the importance of attendance and punctuality of employees and the impact on the organization.

The Human Resources Committee came to a consensus to recommend approval of the job descriptions, merit raises, Market Benchmarking proposal, revised policies #301-313, and the Attendance policy.

There being no further business to come before the Human Resources Committee, the Meeting was adjourned at 7:08 p.m.

April 20, 2016  
Approved (date)

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Susan Westgate, Library Director  
For the Human Resources Committee