

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: November 16, 2016

Time: 7:00 p.m.

Place: Horizon Room

1. Call to Order

Committee Chair Bonita Berryman-Gilliam called the meeting to order at 7:00 p.m. and led the group in the Pledge to the Flag.

2. Roll Call

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

Absent: None

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

3. Review of Compensation Study

Background Information:

In March 2016 the Board approved the hiring of the Management Association of Illinois to undertake a Market Benchmarking & Compensation Structure Development Project for the Carol Stream Public Library. The Library's Management Team revised and updated all job descriptions prior to the undertaking of the project. The consultant used four different salary surveys: two library surveys, one non-profit survey and one Metro Chicago survey as their benchmarking tool for the Library positions. In addition a payroll analysis of all employees was completed using the analytical tool compa-ratio that compares individual salaries to the structure midpoint for their positions' paygrades. A pay grade structure comprised of fourteen paygrades was prepared and the Library's twenty-five different job positions were assigned to the appropriate grades that were established by the consultants based upon their research. The Committee reviewed the study thoroughly, comparing it to the Library's current pay grade structure and reviewing the payroll analysis.

4. Review of Employee Handbook

Background Information:

The Library Director, Assistant Director and Human Resources Administrator worked on a comprehensive Employee Handbook to provide staff members with an easily assessable and

understandable compilation of legally compliant employment policies, wage and salary information, employee benefits, employee standards & guidelines, training and development, safety and health, and general information regarding employment at the Carol Stream Public Library. Director Westgate reviewed the Handbook with the Committee, bringing attention to new polies and policies that received significant changes. The updated Employee Benefit section had received earlier approval in March 2016, effective May 1, 2016. Copies of the Handbook will be available in each department, the Business Center, and on the Library's Staff Intranet page. Staff will be provided with orientation sessions regarding the manual in the month of December.

The Human Resources Committee came to a consensus to recommend approval of the pay grade structure and assignments and the Employee Handbook as presented, to be effective on January 1, 2017.

There being no further business to come before the Human Resources Committee, the Meeting was adjourned at 8:17 p.m.

December 21, 2016
Approved (date)

Susan Westgate, Library Director
For the Human Resources Committee