

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 21, 2018

Time: 6:00 p.m.

Place: Horizon Room

1. Call to Order

Committee Chair Bonita Berryman-Gilliam called the meeting to order at 6:04 p.m. and led the group in the Pledge to the Flag.

2. Roll Call

Present: Trustees Berryman-Gilliam, Larimer (arrived at 6:05 p.m.), Lynch, Bagdonas, Patel, Sheikh and Jourdan

Absent: None

Also Present: Library Director Susan Westgate and HR Manager Mary Pellico

3. Compensation/Merit Raises for FY 18/19

Background Information:

The employees of the Carol Stream Library approach their work with a team mentality of everyone working together to fulfill the Library's Mission and Vision. 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 whenever the need arises. They exhibit dedication to our organization's success on a daily basis. They have risen to the challenge of high expectations of customer service, community and library program involvement, and increased outreach. Merit raises are awarded at the beginning of the new fiscal year, May 1, 2018. These increases would be awarded between zero and 5%, dependent upon performance, from a pool of 4%. The budget will accommodate these increases.

The Human Resources Committee came to a consensus to recommend approval of a merit raise pool of 4% with merit raises awarded between 0-5% dependent upon performance.

4. Adjustment to Pay Grade Structure

Background Information:

In 2016 the Library hired the Management Association of Illinois (MAI) to do a Compensation Study for the Library that included a Pay Grade Structure. As part of that service, they now provide the Library with an annual recommended adjustment to the Pay Structure to keep it up to

date and relevant to the current job market. Maintaining this structure annually will keep the Library in a competitive position in the job market when recruiting for the best and brightest to work at the Library. MAI is recommending an adjustment to our paygrade structure of 1.95% based upon our industry as a service organization.

The Human Resources Committee came to a consensus to recommend approval of the adjustment to the pay grade structure.

5. Wellness Program

Background Information:

The Library Director and HR Manager are exploring options to integrate a Wellness Program for Library staff. They are looking at developing in-house activities/programs as well as the option of using outside vendors that offer monthly screenings and monetary incentives to participating employees that meet certain goals/criteria. Participation in any of the activities or programs would be voluntary.

There being no further business to come before the Human Resources Committee, the Meeting was adjourned at 6:40 p.m.

March 21, 2018

Approved (date)

Susan Westgate, Library Director
For the Human Resources Committee