

**MINUTES OF THE SPECIAL 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, Illinois 60188**

**DATE: August 1, 2007**

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

**PLACE: Conference Room**

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**1. Call to Order**

Chairman Bailey called the Special Meeting of the Human Resources Committee to order at 6:30 p.m.

**2. Roll Call**

The roll was called by recognition.

Present: Trustee Bailey, Trustee Douglas, Trustee Shambo

Absent: none

Also Present: President Siegman (ex-officio), Library Director Ann Kennedy

**3. Approval of Minutes of Human Resources Committee Meeting of July 17, 2006**

Motion was made by Trustee Siegman, seconded by Trustee Douglas to approve the Minutes of the Human Resources Committee Meeting of July 17, 2006 as presented. Motion carried.

Ayes ..... 4 Trustees Shambo, Bailey, Siegman, and Douglas

Nays ..... 0 None

Absent or Not Voting .... 0 None

**4. Approval of Minutes of Human Resources Committee Meeting of February 21, 2007**

Motion was made by Trustee Douglas, seconded by Trustee Shambo to approve the Minutes of the Human Resources Committee Meeting of February 21, 2007 as presented. Motion carried.

Ayes ..... 4 Trustees Shambo, Bailey, Siegman, and Douglas

Nays ..... 0 None

Absent or Not Voting .... 0 None

**5. Approval of Minutes of Human Resources Committee Meeting of March 7, 2007**

Motion was made by Trustee Douglas, seconded by Trustee Shambo to approve the Minutes of the Human Resources Committee Meeting of March 7, 2007 as presented. Motion carried.

Ayes ..... 4 Trustees Shambo, Bailey, Siegman, and Douglas  
Nays ..... 0 None  
Absent or Not Voting .... 0 None

**6. Discussion, Re: Offering a 457 Deferred Compensation Plan to Library Employees**

Director Kennedy distributed information on a 457 Deferred Compensation Plan. A few library employees have asked about the possibility of receiving such a benefit. It would provide to participating employees a tax-deferred retirement savings option. Human Resources Manager Fran Venegas contacted two companies that provide plans to public libraries. Nationwide did not return her calls. ICMA-RC gave Venegas a lot of information and offered to have someone come out and talk to the staff. The only cost to the Library would be the administrative time in setting up the plan.

Trustee Douglas asked if ICMA-RC only had their own funds that employees could invest in. If so, it would not be as good a performer. DuPage County offers three plans. Trustee Douglas would get the contact information for Nationwide to Director Kennedy. He thought the plan was a great idea. Director Kennedy will get information on ICMA-RC funds and send it out in email. Trustee Bailey said they wanted to make sure the employees got the best deal they could. Depending on what Kennedy reports, the proposal will be taken to the Board.

**7. Discussion, Re: Performance Evaluation of the Library Director**

Director Kennedy presented to the Board a review of the goals set for her the previous year and how she achieved those goals. Only one goal that of calling an insurance appraiser was not met. The goal of passing a referendum did not have positive results but her goal was to get out a well-run informative campaign and she did that. Trustee Siegman also pointed out that she worked with the Citizen's Committee and kept the Trustees well informed. Trustee Douglas noted that a complex remodeling project was run in a seamless fashion without disruption to the public. Trustee Douglas also pointed out that at this point in time we should have been in a major financial crisis but Kennedy has done a tremendous job of managing the budget. Kennedy has also done a good job of keeping up to date with everything needed for the Per Capita Grant. President Siegman inquired about the proposed goal of the Certified Public Library Administrator Program. This is a new, multi-year program that is sponsored by ALA. It certifies librarians to be Public Library Administrators. President Siegman asked that long range planning with the Board be added to the list. Trustee Douglas asked that programs with Outreach Community Center become a priority. Kennedy's major project for the year will be the migration. Migration will last from mid-August to mid-April. The patrons should only be affected by a couple of weeks of interrupted service before we go up on the new system.

Executive Session

Trustee Ranck moved and Trustee Douglas seconded to go into executive session for the purpose of reviewing the performance of the Library Director. Motion carried.

Ayes ..... 4 Trustees Shambo, Bailey, Siegman, and Douglas

Nays ..... 0 None

Absent or Not Voting .... 0 None

Accordingly the Meeting was closed to the public at approximately 6:57 p.m. pursuant to an exception to the Illinois Open Meetings Act 5 ILCS 120/2(c)(1), specifically for the purpose of reviewing the performance of an employee. The Board returned to regular session at 7:10 p.m.

Trustee Bailey reported that he would prepare Kennedy's evaluation and distribute it to the other Trustees via email for comment. At the August 15 Board meeting the Committee would present the evaluation and their recommendation on salary increase. Trustee Douglas asked that Kennedy be certain to put Executive Session on the agenda for the Board Meeting. President Siegman stated that the Committee will make every effort to conduct the evaluation for FY2008 in April instead of waiting so far into the fiscal year.

**4. Adjournment**

There being no further business to come before the Human Resources Committee, the Meeting was adjourned at 7:17 p.m.

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Approved (date)

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Ann Kennedy, Library Director  
for the  
Human Resources Committee