

**Minutes of the Meeting of the Human Resources Committee of the  
Board of Library Trustees of the  
Village of Carol Stream.**

**Date: March 8, 2012**

**Time: 7:00 p.m.**

**Place: Business Center**

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**1. Call to Order**

Committee Chair Bailey called the meeting to order at 7:00 p.m.

**2. Roll Call**

The roll call was conducted by recognition.

Present: Trustees Bailey, Arends, DeRango and Douglas

Absent:

Also Present: Trustees Hudspeath, Wade and Jeffrey, Library Director Ann Kennedy, HR Administrator Fran Venegas, Library Attorney Robert McCabe, and visitors.

Since all Trustees were present, it was agreed to conduct the meeting as a Committee of the Whole.

**3. Approval of the Minutes of the January 25, 2012 meeting of the Human Resources Committee**

Trustee Wade moved and Trustee Arends seconded a motion to approve the January 25, minutes as presented. Motion passed with the corrections listed below.

There were several minor spelling corrections and Trustee Arends asked for a clarification on his statement that the Board could offer a raise not to exceed 2%.

**4. Review and evaluate employee policy for regular full time benefits**

- A. Trustee DeRango commented that he thought the explanation of the vacation policy in the personnel manual (Section 3A) was not clear. Director Kennedy explained the rationale for this policy.
- B. Under the Sick Leave policy, Trustee DeRango noted that he thought that, although employees should begin accruing sick leave upon employment, he thought there should be a 90-day period of time before the employee is eligible to take sick leave. Director Kennedy stated that when new employees are ill, it is better that they stay home rather than come to work. Trustee Arends suggested that the Board not consider each of these issues independently but in the context of reviewing the entire

personnel policy. It was agreed to review this policy when reviewing the entire personnel policy at a later date.

- C. The discussion of personal time was postponed until the entire personnel policy was reviewed.
- D. The discussion of compensatory time was postponed until the entire personnel policy was reviewed.

**5. Evaluate company policy when employees have abused or broken policy.**

Trustee DeRango asked what happens when an employee abuses or breaks a policy. What are the disciplinary steps taken in this type of situation? Director Kennedy reviewed the disciplinary process that is used when an employee does not follow library policy. The attorney noted that this is progressive discipline, and recommended that all verbal warnings should be documented.

**6. Evaluate time sheets & non accuracies over past 6 months pay periods of 5 to 19.**

Trustee DeRango reviewed time sheets for the past six months to see how many hours employees really put in. He discussed a number of problems that he found. Director Kennedy pointed out that although the time sheets were somewhat difficult to read, all full-time staff were working at least 37.5 hours per week. Director Kennedy noted that she was open to the idea of purchasing a time clock. It was noted that time sheets were far more comprehensive than a time clock. However, time sheets must be neat so that everyone can read them. Trustees agreed that all staff report to the Director who has the responsibility of ensuring that staff works the appropriate number of hours each week. There was a long discussion on the difference between exempt and non-exempt employees. Because of some of the problems with time sheets, the Committee agreed that administrative staff should study alternative time reporting methods and report to the Board.

**7. Review of proposed job descriptions for the following positions: Library Director, Assistant Library Director, Human Resources Administrator**

This item was deferred to the next HR Committee Meeting on April 11, 2012.

**8. Adjournment**

There being no further business to come before the Human Resources Committee, the Meeting was adjourned at 8:35 p.m.

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Approved (date)

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Marilyn Boria, Interim Library Director  
Human Resources Committee