

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: August 19, 2013

Time: 7:00 p.m.

Place: Discovery 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 Berryman-Gilliam, Johnson, Sheikh and Bailey

Absent: Trustee Jourdan, DeRango and Jeffrey

Also Present: Library Director Susan Westgate, Assistant Director/Head of Youth Services Mary Clemens and HR Administrator Fran Venegas

Visitors: Kathy Carrier

3. Job Descriptions-IT Coordinator and Computer Help Desk Assistant

Director Westgate reviewed the new job descriptions for these newly approved positions. The positions are non-exempt part-time. The IT Coordinator is approximately 25 hours per week and is eligible for IMRF benefits and vacation accrual. The Computer Help Desk Assistant position is approximately 13 hours per week and is non-eligible for benefits. The Board reached a consensus for a recommendation to approve the job descriptions.

4. Job Description Revision-Reference Associate

Director Westgate reviewed the revisions to the Reference Associate position in Adult Services. The revisions centered on technology and electronic devices, outreach and collection development. A vacant full-time Librarian position was replaced by three part-time non-exempt, non-benefit eligible positions. One of the positions is being filled by a Reference Associate. This gives the Adult Department more flexibility in scheduling, additional hours and a saving to the Library in benefit costs. The Board reached a consensus for a recommendation to approve the job revisions.

5. Job Description Revision-Maintenance

The Maintenance position had a small revision for whom who they report to. Maintenance will now report to the Director, now that the role of the Assistant Director has been modified. The Board reached a consensus for a recommendation to approve the job revision.

6. Parking Policy for Staff

Director Westgate reviewed an update to the staff parking policy to reflect the retail model. Staff is requested to park in the last five spaces of the three east rows of the lot and the last fifteen spots on the creek side. The front spaces of the parking lot would then be available to our patrons. She stated that customer service begins in the parking lot. The Board reached a consensus for a recommendation to approve the updated staff parking policy.

Executive Session:

At 7:35 p.m. Trustee Bailey made a motion to go into Executive Session for the discussion of employment and compensation change for specific employees under Open Meetings Act 5ILCS 120/2 (c) (1), seconded by Trustee Sheikh. Motion was approved.

Trustees returned to open session at 8:28 p.m.

Roll Call

Present: Trustees Berryman-Gillian, Johnson, Sheikh and Bailey

Absent: Trustee Jourdan, DeRango and Jeffrey

There being no further business to come before the Human Resources Committee, the Meeting was adjourned at 8:31 p.m.

Approved (date)

Susan Westgate, Library Director
Human Resources Committee