

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 19, 2014

Time: 6:30 p.m.

Place: Horizon Room

1. Call to Order

Committee Chair Bonita Berryman-Gilliam called the meeting to order at 6:30 p.m. and led the group in the Pledge to the Flag.

2. Roll Call

Present: Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh, Jeffrey, Bailey

Absent: None

Also Present: Library Director Susan Westgate, Assistant Director/Head of Youth Services Mary Clemens and Head of Circulation Jeri Cain.

3. Job Description Revision-Assistant Library Director

At the February 20, 2013 Board meeting, the Board approved the new job of Assistant Library Director/Head of Youth Services. The Assistant Library Director job description has been revised to reflect the current duties that are being performed for this position. The Board reached a consensus for a recommendation to approve the job revision.

4. Job Description Revision-Human Resources Business Manager

In the Library's continuing effort to optimize the workflow and management of the Library, the Human Resources Administrator position has been revised to include the management of the Business Office. This change was listed as part of the Library's 2013-2014 Goals. This position is also a member of the Library's management team, participating in all meetings. The Board reached a consensus for a recommendation to approve the job revision.

5. Job Description Revision-Circulation Clerk

The Circulation Clerk I and II positions have been revised to the title of Circulation Clerk. Circulation Clerk I had been written as a job-training type of position, where a successful employee would be promoted to level II once they were competent in the position. Clerks are trained and are independent within weeks of their hire. If an employee is not being successful in meeting the job standards, proper actions would be taken to address the

situation. The Board reached a consensus for a recommendation to approve the job revision.

6. New Job Description-Material Handler

To improve work flow, efficiency and productivity a new job description for a Material Handler has been created for the Circulation Department. This new position combines the duties of Library Page with the handling of library materials. The employee would work in the Circulation workroom, emptying book drops, checking in materials, evaluating their condition, and sorting them onto a cart. The shelving and shelf-reading of library materials would also be a function of this position. This employee would provide the Circulation Clerks relief from material handling, especially at busy times, so that they can better serve Library patrons at the front desk. The Board reached a consensus for a recommendation to approve the job description.

7. Change of Non-exempt salaried to Non-exempt hourly

There are very few differences between a non-exempt hourly and a non-exempt salaried employee. Basically, a non-exempt salaried employee is paid a weekly/bi-weekly salary, rather than an hourly wage. In the past, this was usually done for the employer's convenience, in figuring payroll. With the advent of more robust payroll processing systems (Paylocity), this is no longer necessary. Since non-exempt employees are paid for hours worked, it is more accurate for the payroll system to calculate the hours paid on an hourly basis. This would not have an impact on their wages paid as they would still be working their regular schedule. It is Director Westgate's recommendation that we start this distinction in the new fiscal year. The Board reached a consensus for a recommendation to the change from non-exempt salaried to non-exempt hourly beginning fiscal year 14/15.

8. Compensation/Raises for FY 14/15

Director Westgate requested a pool of 4.5% to compensate employees based upon merit beginning May 1, 2014. There are significant savings in the upcoming budget that will accommodate these increases. The Board reached a consensus for a recommendation to approve a pool of 4.5% for merit pay raises in the new fiscal year, based upon employee performance.

Executive Session:

At 6:53 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 DeRango. Motion was approved.

Trustees returned to open session at 7:21 p.m.

Roll Call

Present: Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh, Jeffrey,
Bailey
Absent: none

There being no further business to come before the Human Resources Committee, the Meeting was adjourned at 7:25 p.m.

Approved (date)

Susan Westgate, Library Director
Human Resources Committee