

# 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 18, 2015**

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

**Place: Horizon Room**

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## 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 and Bailey

Absent: none

Also Present: Library Director Susan Westgate, Assistant Director/Head of Youth Services Mary Clemens, Head of Adult Services Laura Hays and HR/Business Manager Fran Venegas

## 3. Job Description Revision-Technical Services Assistant

### Background Information:

This job description has been revised to include the tasks that had been formerly done by the Cataloging Assistant. The Cataloging Assistant position has been eliminated and these duties incorporated into the Technical Services Assistant position.

## 4. Job Description-Acquisition Associate

### Background Information:

The Technical Services Lead position has been eliminated. The duties performed were primarily Acquisitions. A new job description that includes acquisitions and AV processing has been developed.

## 5. Job Description Revision Cataloging Librarian

### Background Information:

This job description has been changed to reflect the new reporting status (HR/Business Manager) and to change the title for the position and a few non-essential functions have been modified.

5. Job Description Revision-Business Operations Assistant

Background Information:

This job description has not been updated in several years. The updated job description reflects the new reporting status (HR/Business Manager), the utilized software and other tasks that have changed as the administrative processes have improved over time.

6. Compensation/Merit Raises for FY 15/16

Background Information:

Staff receives an annual evaluation each spring. Merit raises are awarded at the beginning of the new fiscal year, May 1, 2015. These increases would be awarded between zero and 6%, dependent upon performance. There are significant savings in the upcoming budget that will accommodate these increases.

The Human Resources Committee came to a consensus to recommend approval of the job descriptions and merit raises.

There being no further business to come before the Human Resources Committee, the Meeting was adjourned at 6:53 p.m.

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Approved (date)

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Susan Westgate, Library Director  
Human Resources Committee