

# 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 15, 2017**

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

**Place: Discovery Room**

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1. Call to Order

Committee Chair Bonita Berryman-Gilliam called the meeting to order at 6:34 p.m. and led the group in the Pledge to the Flag.

2. Roll Call

Present: Trustees Larimer, Lynch, Patel, Sheikh, Berryman-Gilliam and Jourdan

Absent: Trustee Bagdonas

Also Present: Library Director Susan Westgate and HR Administrator Mary Pellico

3. Recommendation to change the vacant part-time Youth Services Associate position to a part-time Youth Services Librarian position

Background Information:

The Youth Services Manager requested the change of a vacant part-time Associate position to a part-time Librarian position. The rationale behind this request is that a qualified Librarian will require less training and can be given more responsibilities within the department. Examples would be outreach, collection development and programming. This position is for 16 hours a week. The budget has adequate funds to accommodate this request.

Cost comparison:

Associate: 16 hours X \$15.64 = \$250.24/week = \$13,012.48/year, SS/Med cost = \$995.45

Librarian: 16 hours X \$20.60 = \$329.60/week = \$17,139.20/year, SS/Med cost = \$1,311.15

Associate Total cost: \$14,007.93

Librarian Total cost: \$18,450.35

There is a cost increase of \$4,442.42 to make the change in the position.

The Human Resources Committee came to a consensus to recommend approval of the change of the vacant part-time Youth Services Associate position to a part-time Youth Services Librarian position.

4. Compensation/Merit Raises for FY 17/18

Background Information:

The employees of the Carol Stream Library have demonstrated an unprecedented enthusiasm and energy for the goals and objectives in the Library's Strategic Plan. They have embraced the future of change that is bringing the CSPL into the forefront of community library services. Employees are taking on new roles and responsibilities that are outside the scope of their normal daily activities and taking leading roles on objective and goal teams as well as additional Library committees (social media, web page, marketing, etc.). They exhibit commitment and dedication to our organization's success on a daily basis. They have risen to the challenge of high expectations of customer service, community and library program involvement, and increased outreach. Staff receives an annual evaluation each spring. Merit raises are awarded at the beginning of the new fiscal year, May 1, 2017. These increases would be awarded between zero and 6%, dependent upon performance. The budget will accommodate these increases.

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

**Executive Session:**

At 6:45 p.m. Trustee Jourdan 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 Lynch. Motion was approved.

Trustees returned to open session at 7:02 p.m.

Roll Call

Present: Trustees Larimer, Lynch, Patel, Sheikh, Berryman-Gilliam and Jourdan  
Absent: Trustee Bagdonas  
Also Present: Library Director Susan Westgate and HR Administrator Mary Pellico

There being no further business to come before the Human Resources Committee, the Meeting was adjourned at 7:03 p.m.

March 15, 2017  
Approved (date)

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Susan Westgate, Library Director  
For the Human Resources Committee