

**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 21, 2024

Time: 6:30 p.m.

Location: Library Meeting Room

1. Call to Order

HR Committee Chair Mansi Patel called the meeting to order at 6:31 p.m. and led the group in the Pledge to the Flag.

2. Roll Call

Present: Trustees Hudspeath, Leszczewicz, Olson, Patel and Lynch.

Absent: Trustees Larimer and Rogers

Also Present: Library Director Susan Westgate, Assistant Director Laura Hays and HR Administrator Lena Saltiel

3. Approval of Minutes

Recommendation, Re.: Approval of HR Committee Meeting Minutes of September 20, 2023

Trustee Lynch moved and **Trustee Olson** seconded that the Committee approve the HR Committee Meeting Minutes of September 20, 2023. Motion approved.

Ayes 4 Trustees Leszczewicz, Olson, Patel and Lynch

Abstain 1 Trustee Hudspeath

Nays 0

Absent..... Trustees Larimer and Rogers

4. New Business

Discussion: Employee Merit Increases for FY25

Background information:

The twelve month annual CPI (Consumer Price Index) for January 2023-December 2023, was 4.1%. CPI represents changes in prices of all goods and services purchased for consumption by

urban households. The Director recommended a merit increase budget of 0-6% for FY25 (May 2024-April 2025). This provides employees with the ability to maintain a current cost of living wage, with the potential of an additional increase based upon their performance. The majority of the employees generally fall in the 2.5-5% range. Following the discussion, the committee came to a consensus to approve the merit increase at the Regular Board meeting.

Discussion: Review of Employee Handbook Updates and Revisions

Background information:

The Employee Handbook and polices have been fully reviewed, updated, revised and edited. It has also been fully vetted by an Employment Law attorney at HRSource, the Library's HR consulting firm. The Handbook has been updated so that all language is now gender neutral. All formatting and grammar have been edited to be consistent throughout the Handbook. Following discussion, the only Committee change to the Handbook, was to rename policy 402 Bullying to Anti-Bullying. Following the discussion, the Committee came to a consensus to approve the revised employee Handbook at the Regular Board meeting.

5. Adjournment

There being no further business to come before the Committee, **Trustee Olson** moved and **Trustee Hudspeath** seconded that the meeting be adjourned. Motion approved.

Meeting adjourned at 6:56 p.m.

October 16, 2024

Approved (date)

Mansi Patel, Secretary
Library Board of Trustees
Human Resources Committee Chair