

**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: May 18, 2022

Time: 6:45 p.m.

Location: Library Meeting Room

1. Call to Order

HR Committee member Mary Hudspeath called the meeting to order at 6:48 p.m. and led the group in the Pledge to the Flag.

2. Roll Call

Present: Trustees Hudspeath, Olson, Rogers and Lynch

Absent: Trustees Larimer, Leszczewicz and Patel

Also Present: Library Director Susan Westgate

3. Recommendation, Re.: Approval of HR Committee Meeting Minutes of March 16, 2022

Trustee Lynch moved and **Trustee Olson** seconded that the Committee approve the HR Committee Meeting Minutes of March 16, 2022. Motion approved.

Ayes 4-Trustees Hudspeath, Olson, Rogers and Lynch

Nays 0

Absent..... Trustees Larimer, Leszczewicz and Patel

4. Discussion: Review of Custodian Job Description and Revision of Marketing Coordinator Job Description

Background information:

The HR Committee reviewed the Custodian Job description and the revision of the Marketing Coordinator Job description and came to a consensus to approve the new and revised job descriptions at the Regular Board meeting of May 18, 2022.

5. ADJOURNMENT

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

Meeting adjourned at 6:57 p.m.

Feb. 15, 2023

Approved (date)

Mansi Patel, Secretary
Library Board of Trustees