

**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, 2023

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, Rogers, Olson, Patel and Lynch

Absent: Trustees Larimer

Also Present: Library Director Susan Westgate

3. Approval of Minutes

Recommendation, Re.: Approval of HR Committee Meeting Minutes of May 18, 2022

Trustee Lynch moved and **Trustee Olson** seconded that the Committee approve the HR Committee Meeting Minutes of May 18, 2023. Motion approved.

Ayes 4 Trustees Hudspeath, Rogers, Olson and Lynch

Abstain 2 Trustees Leszczewicz and Patel

Nays 0

Absent..... Trustee Larimer

Recommendation, Re.: Approval of HR Committee Meeting Minutes of October 19, 2022

Trustee Olson moved and **Trustee Lynch** seconded that the Committee approve the HR Committee Meeting Minutes of October 19, 2022. Motion approved.

Ayes 6 Trustees Hudspeath, Leszczewicz, Rogers, Olson, Patel and Lynch

Nays 0

Absent..... Trustee Larimer

4. New Business

Discussion: Review of HR Source Compensation Study and 2023 Pay Grades

Background Information:

The Committee reviewed the compensation study prepared by HRSource and the 2023 pay grade schedule. They came to a consensus to approve the 2023 pay grade schedule at the Regular Meeting of February 15, 2023.

Discussion: Revisions to Job Descriptions

Background Information:

As part of the Compensation Study project, all job descriptions were reviewed and revised as needed. The Committee reviewed the revised job descriptions. They came to a consensus to approve the revised job descriptions at the Regular Meeting of February 15, 2023.

Discussion: FY2024 Employee Merit Increase

Background Information:

The Director and Committee discussed recommend merit increases for staff for FY24. The Committee came to a consensus to approve merit increases for staff effective FY24 of 0-7% at the Regular Meeting of February 15, 2023.

5. ADJOURNMENT

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

Ayes 6 Trustees Hudspeath, Leszczewicz, Rogers, Olson, Patel and Lynch
Nays 0
Absent..... Trustee Larimer

Meeting adjourned at 6:56 p.m.

September 20, 2023

Approved (date)

Mansi Patel, Secretary
Library Board of Trustees