

MINUTES FOR THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF CAROL STREAM
Carol Stream Public Library
515 Hiawatha Drive Carol Stream, IL 50188

DATE: February 15, 2023

TIME: 7:00 p.m.

PLACE: Library Meeting Room

1. Welcome and Call to Order

President Lynch called the meeting to order at 7:00 p.m.

2. President Lynch led those in attendance in the Pledge of Allegiance to the Flag

3. Roll Call

Secretary Patel called the Roll.

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

Absent: None

Also Present: Director Susan Westgate, Assistant Director Laura Hays, Adult Services Manager Athens Moreno, Youth Services Manager Amy Teske and Human Resources Coordinator Lena Saltiel

4. PUBLIC PARTICIPATION – None

5. COMMITTEE REPORTS

Human Resources Chair Trustee Patel reported on the discussion at the February 15 Human Resources Committee Meeting. The Committee reviewed and discussed the revised job descriptions, updated pay grade structure and the recommendation for FY 24 staff merit increases. They came to a consensus to approve all three action items at the Regular Board meeting of February 15, 2023.

6. CONSENT AGENDA

Trustee Hudspeath moved and **Trustee Olson seconded** the establishment of a Consent Agenda for the Regular Meeting of February 15, 2023. Motion approved.

Ayes 7 Trustees Hudspeath, Leszczewicz, Rogers, Olson, Patel, Larimer and Lynch

Nays 0

Absent..... None

Trustee Olson moved and **Trustee Hudspeath seconded** that the following items be included on the consent agenda. Motion approved.

Ayes 7 Trustees Hudspeath, Leszczewicz, Rogers, Olson, Patel, Larimer and Lynch

Nays 0

Absent..... None

6.1 Minutes of the Regular Board Meeting of January 18, 2023

- 6.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending January 31, 2023
- 6.3 Recommendation, Re: Approval of the Library Job Descriptions Revisions
- 6.4 Recommendation, Re: Approval of Carol Stream Public Library Pay Grade Structure, effective January 1, 2023
- 6.5 Recommendation, Re: Approval of Staff Merit Increases for FY23/24
- 6.6 Approval of Disbursements of January 1-31, 2023 plus the Addendum for the Meeting of February 15, 2023
- 6.7 Monthly Staff Reports

Trustee Olson moved and **Trustee Larimer seconded** that the items on the Consent Agenda be approved by Omnibus vote. Motion approved.

Ayes 7 Trustees Hudspeath, Leszczewicz, Rogers, Olson, Patel, Larimer and Lynch

Nays 0

Absent..... None

The following is a description of various items placed on the Consent Agenda:

Recommendation, Re: Approval of the Library Job Descriptions Revisions

Background Information:

All of the job descriptions were reviewed and revised as part of a market benchmarking and compensation structure project.

Recommendation, Re: Approval of Carol Stream Public Library Pay Grade Structure, effective January 1, 2023

Background Information:

The Library hired outside consultants HRSource to conduct a full Market Benchmarking & Compensation Structure project. The final product is an upgraded pay grade structure for the Library, effective January 1, 2023.

Recommendation, Re: Approval of Staff Merit Increases for FY23/24

Background Information:

The Board approved a merit increase pool of 0-7% based upon performance and to accommodate any warranted pay adjustments. Staff evaluations will take place before the end of the current fiscal year.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period of January 1-31, 2023 plus the Addendum for the Meeting of February 15, 2023 in the amount of \$122,396.58.

7. REPORT OF THE LIBRARY DIRECTOR

Background Information:

Trustees asked about the coordination of participating in a local legislative meet-up with neighboring libraries. The proposed start time of 7:00 a.m. was not doable for most. Director Westgate would report back to the Board any additional input she receives from the other libraries and recommend a start time of no earlier than 8:30 a.m.

8. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Larimer moved** and **Trustee Leszczewicz seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:09 p.m.

April 19, 2023

Date approved

Mansi Patel, Secretary for the Board of Library Trustees