

**Rochester Public Library District  
Personnel Committee Meeting  
June 19, 2015**

**Meeting called to order:** 10:05 am

**Trustees present:** Diana Kerr-Herrmann, Matt Fuller

**Library Staff:** Director Janet McAllister

**Visitors:** None

**Director's Evaluation Process:** Trustees Kerr-Herrmann and Fuller discussed the process that had been used in the past to evaluate the Director and reviewed the existing evaluation form. The Personnel Committee will update the Director's annual evaluation form to reflect current year performance goals and objectives. Once the form is prepared, it will be presented at a future Board meeting for review and approval by the full Board.

**Other business:** None

**Next meeting:** None planned.

**Adjournment:** A motion was made by Trustee Kerr-Herrmann with a second by Trustee Fuller to adjourn the meeting. All in favor and the meeting ended at 11:40 am.

**Rochester Public Library District  
Strategic Plan Committee Meeting  
August 7, 2015**

**Meeting called to order:** 2:13 pm

**Trustees present:** Dave Hicks, Fred Roese, Matt Fuller

**Library Staff:** Director Janet McAllister

**Visitors:** None

**Discuss/Appoint Additional Committee Members:** Trustees Hicks, Roese, and Fuller (“Trustees”) and Director McAllister developed a list of potential committee members. The potential committee members were identified to try to best represent the various aspects of the Rochester community, including schools, village leaders, home school, technology, service organizations, financial services, and religious institutions. A letter inviting the potential committee members to participate on the committee would be sent out by the end of the month with an early September deadline for a response.

**Review/Evaluate Current Strategic Plan:** The Trustees and Director discussed the Rochester Public Library District Strategic Plan completed in March 2010. The existing plan is a good starting point as much of the baseline information about the community remains valid. The full committee will review to determine what is still accurate and update the baseline information as necessary. Other issues for the full committee to consider will be community needs, existing program services, and any additional services the library could provide to fill the community needs.

**Structure Timeline for project:** The Trustees and Director discussed the timeline for the project. The first full committee meeting was planned for October 17 (Saturday) from 9 am to 11 am. The second full committee meeting was planned for January 23 (Saturday) from 9 am to 11 am. The second meeting was scheduled to avoid the holidays in November and December.

**Other business:** None

**Next meeting:** The next meeting was planned for August 28.

**Adjournment:** A motion was made by Trustee Fuller with a second by Trustee Roese to adjourn the meeting. All in favor and the meeting ended at 3:19 pm.