

**Rochester Library District Board of Trustees
Personnel Committee Meeting
January 29, 2015**

Meeting began: 6:35 PM

Attendance: Trustee Tim Olmsted, Trustee Chris McDonald, Trustee Maggie Patterson, Director Janet McAllister

Approval of Minutes: None

Old Business: None

New Business:

Director's Education Reimbursement Policy – It was noted that there was no provision in the Director's contract for how the Director would obtain the reimbursement. After discussion the committee members will recommend a Memorandum of Understanding with the Director. Items to be included are submitting the course grade and bill to the Library bookkeeper. The signatures of two Trustees are required for all checks so two Trustees will be reviewing also. Janet noted that she needs to reimburse the Library for a class that was dropped. In addition the amount recently reimbursed included fees that were included in the bill and should have been a reimbursement for just tuition.

Library Keys and Alarm Access Code Policy – Janet has contacted the alarm company and Trustee McDonald's name has been removed from the contact list. Currently those with keys to the Library are the Director, any staff who open or close the Library, and the cleaning company. It was decided that the Board President should have a key and alarm code. The alarm company contact list will be the Director, the two managers, and the Board President.

Personnel Discussion, Review, Policy – Trustee Patterson and Director McAllister will review the Personnel Policy and note any updates or revisions that may be needed.

Director's Report – Janet has reviewed the information needed for upcoming budget, i.e. IMRF, health insurance, cost of living increase. She has sent the staff their self evaluation form. Trustee Hein has notified Janet of his resignation from the Board.

Other Business: Janet reported on the recent Joint Use Committee meeting regarding the mowing bill. The bill is being refigured.

Public Comment: None

Closed Session: None

Next Meeting: None scheduled.

Adjournment: A motion to adjourn the meeting was made by Trustee Patterson, with a second by Trustee McDonald. All in favor and the meeting ended at 7:45 PM.

Submitted by Trustee Maggie Patterson