

**Rochester Library District Board of Trustees
Personnel Committee Meeting
March 25, 2015**

Meeting began: 6:36 PM

Attendance: Trustee Tim Olmsted, Trustee Chris McDonald, Trustee Maggie Patterson
Library Staff: Director Janet McAllister, Library Attorney Jon Ellis

Approval of Minutes: A motion was made by Trustee McDonald, with a second by Trustee Patterson, to approve the Personnel Committee Minutes from the January 29, 2015 meeting. The motion passed by unanimous vote.

Old Business: None

New Business:

Illinois Municipal Retirement Fund (IMRF): Mr. Ellis wasn't aware that all Library staff working more than 1000 hours per year participated in IMRF. Apparently this was a decision by the Board a number of years ago. The question has been raised how accumulated sick time will affect IMRF for retiring employees. Janet will talk with the Library bookkeeper, Audrey Mock, and ask her to obtain some information for us.

Accumulated Sick Leave Policy: After discussion the committee members will recommend no changes.

Personnel Budget: A motion was made by Trustee Olmsted, with a second by Trustee McDonald to enter a closed session to discuss salary for Library staff. The motion passed by unanimous vote and closed session began at 7:45 PM.

Closed session ended at 8:29 PM and open meeting resumed.

Review of Director Job Description: Committee members reviewed with Janet. In order to have all job descriptions appear similar it is recommended to add a job summary and reformat.

Other Business: None

Public Comment: None

Closed Session: See above

Next Meeting: April 1, 2015 at 6:30 PM

Adjournment: A motion was made by Trustee Patterson, with a second by Trustee McDonald, to adjourn the meeting. All in favor and the meeting ended at 8:40 PM.

Submitted by Secretary Maggie Patterson