

**Rochester Library District Board of Trustees
Personnel Committee Meeting
April 16, 2015**

Meeting began: 6:38 PM

Attendance: Trustee Chris McDonald, Trustee Maggie Patterson

Absent: Trustee Tim Olmsted

Library Staff: Director Janet McAllister

Approval of Minutes: A motion was made by Trustee McDonald, with a second by Trustee Patterson, to approve the Minutes of the April 1, 2015 Personnel Committee meeting. Trustees McDonald and Patterson voted "yes". The motion passed. A motion was made by Trustee Patterson, with a second by Trustee McDonald, to approve the Minutes from the March 25, 2015 closed session. Trustees McDonald and Patterson voted "yes". The motion passed.

Approval of Job Descriptions: Director McAllister is proposing to change certain job duties and job descriptions to make for a more efficient use of personnel. She has requested the Personnel Committee to review the proposed changes.

Library Director – reformat only. No change in content.

Circulation Manager, Adult Program & Outreach Coordinator, and Circulation Assistant – committee members discussed with Janet. Most changes recommended were for purposes of clarification and streamlining of job duties. Janet will make recommended changes. The Personnel Committee will present at the May Board meeting.

Closed Session: A motion was made by Trustee Patterson, with a second by Trustee McDonald, to begin a closed session to review Minutes from the April 1, 2015 closed session. The motion passed with "yes" votes from both Trustees.

Closed session began at 7:25 PM and ended at 7:28 PM.

Action taken: A motion was made by Trustee McDonald, with a second by Trustee Patterson, to approve and leave closed to the public the Minutes from the April 1, 2015 Personnel Committee meeting. The motion passed with both Trustees voting "yes".

Adjournment: A motion was made by Trustee McDonald, with a second by Trustee Patterson, to adjourn the meeting. All in favor and the meeting ended at 7:29 PM.

Submitted by Trustee Maggie Patterson