

**Rochester Library District Board of Trustees
Personnel Committee Meeting
September 29, 2014**

Meeting began: 7:24 PM

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

Visitors: None

Approval of Minutes: None

New Business:

Personnel Manual

1.01 Hiring At Will Employee – Janet requests changing minimum length of time jobs must be posted to a shorter time period. Currently jobs are posted for a minimum of 10 days. Pending review by Jon Ellis to determine if there is a law requiring a minimum number of days, the committee members recommend the following: “With the exception of Pages and seasonal help, job openings will be advertised for 7 (seven) days after which interviews will be conducted. Searches will remain open until the vacancy is filled.”

3.03 Compensation – Committee recommends adding “Youth Services Assistant” and “Seasonal Assistant” to the job classification list.

5.01 Performance and Evaluation – Following discussion the committee recommends deleting “After each annual staff evaluation, the Board may meet individually with each employee for staff input.”

Director Agreement – Janet is working toward her Bachelor’s degree but believes it will be very difficult to have it completed by December, 2016 as called for by her current contract. She is requesting committee members to consider extending the time period for completion of her degree.

Closed session began at 8:30 PM to discussion the Director’s contract per Sections 2(c)(1) and 2(c)(2). Regular meeting resumed at 9:10 PM. No action taken on the closed session. General discussion with the Director.

A motion was made by Trustee Olmsted, with a second by Trustee McDonald, to adjourn the meeting. All in favor and the meeting ended at 9:50 PM.

Submitted by Secretary Maggie Patterson