

**Rochester Library District Board of Trustees
Personnel Committee Meeting
March 4, 2014**

Meeting began: 6:45 PM

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

Approval of Minutes: A motion was made by Trustee McDonald, with a second by Trustee Olmsted, to approve the Personnel Committee meeting Minutes of February 27, 2014. All in favor and the motion passed.

Personnel Manual:

Change in wording of "Vacation and Leave" policy: substitute "using" instead of "with" i.e. Any employee using 3 consecutive...

Staff development: Base travel reimbursement on current CMS travel reimburse schedule. Add language that the site will be reviewed annually for changes.

Other Business:

Recommend to add seasonal temp position for 100 hours per year.

Add to the Personnel policy: Performance related increases (merit pay) are applicable to employees after one full year of employment.

Recommendations to present to the full Board:

- Personnel Manual updates: CMS travel reimbursement, change in sick leave policy, change in Saturday lunch break, merit pay change
- Staff COLA/merit increases
- Job descriptions – Youth Services Assistant, Bookkeeper/Administrative Assistant
- Seasonal hire
- Youth Services Assistant hire

Next meeting: March 13, 2014 at 5:30 to approve Minutes of this meeting.

Meeting adjourned at 7:40 PM.

Submitted by Trustee Maggie Patterson