

**Rochester Library District Board of Trustees
Personnel Committee Meeting
February 18, 2014**

Meeting began: 6:46 PM

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

Staff Raises – Proposed by Janet: 1.5% COLA plus 2% Merit increase for staff; increase hours of two staff members by 5 hrs/week; add a seasonal temp position of 100 hrs per year; add a Youth Services assistant at 18 hrs/week; make Adult Services and Youth Services managers salaried positions. If all requests are approved salaries would be 69% of the total budget. Standards for Public Libraries suggests that 60-75% of the budget should be spent on personnel. Trustees asked Janet to provide the Board with more details for justifying COLA and merit increases, i.e. where did the 1.5% come from, statistics on program/ library usage increases.

Personnel Manual Updates – Janet notes some “tweaks” in the current Personnel Policy are needed. 1) Change the lunch break provided from 7 ½ hrs to 6 hrs on Saturdays. Due to the shortened work day on Saturday the current policy doesn’t allow for a 30 minute lunch break. 2) Release from a health care provider for absence due to illness lasting more than 3 consecutive days. 3) Would like the “Travel” section reviewed – add reimbursement for parking; possibly use GSA rates for per diem reimbursement.

Other Business – Janet provided pay ranges for each job description. Janet was asked to provide how she arrived at the numbers. Members agreed to meet next week with additional information.

Public Comment – None

Closed Session – None

Next Meeting – February 25, 2014 at 6:30 PM in the Community Room.

Adjournment – Meeting ended at 8:20 PM

Submitted by Maggie Patterson