

**Rochester Library District Board of Trustees
Personnel Committee Meeting
February 27, 2014**

Meeting began: 6:45 PM

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

Approval of Minutes: Motion to approve Minutes from the Personnel Committee meeting of February 18, 2014 was made by Trustee McDonald, with a second by Trustee Olmsted. All in favor and the motion passed.

Staff raises: The COLA per Social Security is 1.7%. The COLA per CPI is 1.4%. The committee members agreed to recommend a cost of living increase for staff of 1.5% based on an approximate average of these two numbers. The committee members further agreed to recommend a merit increase of 2% for the following reasons: overall good performance by the staff with increased programs offered by the Library, smooth transitioning into a new Library system, and in keeping with the Illinois Public Library Standard of maintaining salaries at 60-75% of the budget.

Personnel Manual: The committee members agreed to recommend the change in the Saturday lunch break schedule to 6 hours instead of 7 ½ hours and to require a “return to work” OK from their healthcare provider. Trustee Olmsted will work on the travel policy based on CMS language.

Job Descriptions: A motion was made by Trustee Olmsted, with a second by Trustee McDonald, to approve the Youth Services Assistant job description as amended. All in favor and the motion passed. The committee members agreed to recommend hiring this position immediately so the person could start by May in order to assist with the summer reading program.

Other Business: Janet showed committee members comparisons of area Libraries to Rochester Library.

Public Comment: None

Closed Session: None

Next Meeting: March 4, 2014 at 6:30 PM

Adjournment: Meeting ended at 8:04 PM

Submitted by Secretary Maggie Patterson