

PERSONNEL BOARD
 Library Trustees Room
 Monday, August 25, 2014 @ 7:30 PM

Present were S. Crown, T. Delaney, D. Kearns, J. King, E. Richter, and Town Administrator, L. Sanders.

Topic	Discussion	Action										
Meeting Minutes:	The minutes of the 7/14/14 Personnel Board Meeting were reviewed.	E. Richter moved to accept the minutes of the 7/14/14 meeting, seconded by S.Crown, Vote: 4-0, T. Delaney abstained as he was not present on 7/14/14.										
Old Business:	<p><u>Personnel Board Interview Requests</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Veterans' Agent:</td> <td style="width: 50%; border: none;">Update</td> </tr> <tr> <td style="border: none;">Accounting Support Specialist</td> <td style="border: none;">remove, permanent has been hired on hold until Town Accountant is hired with search firm</td> </tr> <tr> <td style="border: none;">Town Accountant</td> <td style="border: none;">remove</td> </tr> <tr> <td style="border: none;">Information Services & Network Manager</td> <td style="border: none;">still in process, about to extend offer</td> </tr> <tr> <td style="border: none;">Interdepartmental Position</td> <td style="border: none;"></td> </tr> </table> <p><u>Time off Survey of Surrounding Communities:</u> Paid Time Off & Benefits Survey: On page 1, under medical HMO the rates detailed are the full cost of the plan for the month. The vision plan offers employee plus one, the Town Administrator said the employee pays 100% of vision and dental; the spreadsheet should be corrected because it currently reflects that it's a 75/25% split between the employee and the town. The Town Administrator said employees have just cause protection. The current separation pay practice (case-by-case) needs to be resolved; a policy should be developed on separation pay. S. Crown recommended being sure when gathering data from other communities we request FY '14 information to be consistent.</p>	Veterans' Agent:	Update	Accounting Support Specialist	remove, permanent has been hired on hold until Town Accountant is hired with search firm	Town Accountant	remove	Information Services & Network Manager	still in process, about to extend offer	Interdepartmental Position		E. Richter will make edits to the spreadsheet and it will be on the agenda at the next Personnel Board meeting in October, 2014.
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New Business	<p><u>Library Director Job Description</u></p> <p>Holly Frithsen, Rob Audano, Camilla Ayers, and Lana Razdan were in attendance.</p>	Review and Approve										

L. Razdan said there were a few areas that they wanted the Personnel Board's input on. They are:

- Supervision Required: L. Razdan said the Town Administrator isn't the direct supervisor of this position, though some direction from the Town Administrator is appropriate. S. Crown said this section of the job description is confusing. She recommends saying this individual is responsible for the overall operation of the library. There will be input, guidance, and supervision provided by the Library Trustees on these types of matters and the Town Administrator on these types of matters. But this section has both what supervision the Library Director provides and what supervision the Library Director receives.
- Education and Experience: we want to be sure that the individuals that apply meet the requirements. In order for the library to receive state funding and be certified, the director either has a master's degree or they follow the eligibility requirements spelled out by the Mass. Board. The Town Administrator said the job description should start out with that if that's the case. The state board has two requirements: 1) an MLS, 2) if you don't have an MLS, there are four courses you need to take, after six months successfully in the Library Director position you are provisionally certified, then you get the full certification. The MLS is primary; that is what we're hoping to get. Once you are a certified library director you can take another library director position. E. Richter recommended that under special requirements that we state that the individual MBLC certification within a specific time period.

Remove the last sentence where it states that an equivalent combination of education and experience will be considered. Under special requirements add that the individual must obtain the MBLC certification with one or two years, whatever you decide.

D. Kearns recommended replacing "guidance" with "direction".

J. King recommended being consistent and using the term "director" instead of using both "director" and "employee" throughout the job description. He also recommended using the word "successful" liberally throughout the job description, don't just ask for experience, but demonstrated successful experience.

S. Crown said under #3 is the Library Director responsible for designing the system or do they supervise and oversee the person who designs them.

T. Delaney questioned if there should be a reference about serving the needs of the handicapped, or a person with a visual handicap and those people whose primary language isn't English. The

	<p>Town Administrator said that comes under the ADA and it is implied that all directors/managers are responsible for all the regulatory requirements of their department.</p> <p>The section on the director being responsible for the maintenance of the building was questioned. It was clarified that currently this person is responsible for all aspects of the operation of the library and this includes the maintenance of the building. It was stated that the custodian reports directly to the Library Director, they could report to the DPW. J. King would like to see something added about the individual having a welcoming personality, or creating a welcoming atmosphere.</p> <p><u>Compensation Schedules Review:</u></p> <p>Schedule A: the steps were removed, whether it is reasonable to have a different pay rate for the same position based on the number of scheduled hours was discussed. There isn't a Youth Commission any longer (bottom of page 2). Leave the header, remove I Full Time Labor and II Part Time Labor and re-number the others and change the table of contents. Remove the ranges at the top and replace with rates.</p> <p>Schedule B: leave as is, III. Meeting Support Clerk, there were separate meeting support clerks, and new and remove reference to Personnel Board twice. ZBA may have a meeting support clerk; the Harbormaster does not have a Meeting Support Clerk; that can be removed.</p> <p>Schedule C: it was questioned if this schedule is necessary. Remove it and re-alphabetize the rest of the schedules.</p> <p>Schedule D: Town Administrator - list it under #5 on Schedule I and say "contract" or leave it on schedule D.</p> <p><u>Committee Signatory Form:</u> D. Kearns will be the approved signatory for the committee.</p> <p><u>FY '14 Performance Review Process:</u> All evaluations were submitted on time.</p>	
Next Meeting	Monday, 10/1/14 at 7:30 pm in the Trustee's Room at the Library.	

Meeting adjourned at 9:45 pm.