

**Personnel Board Meeting Minutes**  
**December 15, 2010**  
**8:30-11:00**

**Present: Flo Stern, Tony Butterfield, Patrick Brock, Patricia Holland, Diana Stein, Select Board**  
**Other Present: Kay Zlogar, and Eunice Torres**

The minutes were reviewed and unanimously approved.

Ms. Stern announced that in case of inclement weather i.e. , snow or ice, she would not be able to come to meetings. The meetings would be chaired by Mr. Butterfield.

The committee took time to fill out the conflict of interest forms.

Ms Holland gave a brief update regarding the state of the Library transition.

The remaining time of the meeting was used to continue reviewing and updating the Personnel Procedures Manual.

Ms. Zlogar will send a hard copy of the personnel Procedures Manual to all Board members with the current date.

Mrs. Torres will bring a copy of the Personnel Action Form to the meeting.

The next meeting was scheduled for January 19, 2011

The meeting was adjourned.

*Respectfully Submitted:*

*Eunice Torres*

