

## **Personnel Board Meeting Minutes August 8, 2011**

Members Present: Tony Butterfield, Ron Bell, Charlie Scherpa

Others Present: John Musante, Diana Stein, Kay Zlogar and Eunice Torres

Members Absent: Flo Stern and Sarah McKee

Mr. Butterfield welcomed new Board member and non-union employee representative, Charlie Scherpa.

The June minutes were reviewed and unanimously approved.

There were no personnel changes for non-union employees

The draft copy of the Personnel Procedures manual was reviewed. There was a discussion regarding the section on Compensatory Time. Mr. Musante recommended that the sentence referencing management's use of "comp time be reinstated as it was, and to delete the requirement to use the comp time within one (1) year", but add language encouraging "employees to use comp time within one year".

Under the section **COVERAGE**, it was suggested that the words non-union be removed, as there are sections of collective bargaining agreements that refer to the Personnel Procedures Manual.

Ms. Stein was not clear about the definition of **Department** as it relates to the Library. Ms. Stein will check with the President of the Library Trustees, Sarah McKee for, clarity. There were a few other minor corrections that needed to be made.

Mr. Butterfield made a motion that the items and minor changes be corrected and brought back for next month's meeting for final approval. Mr. Bell seconded the motion, and it was unanimously approved.

There was a short discussion regarding meeting times. Mr. Butterfield stated that since the PPM is done it might not be necessary to have monthly meetings. We will look at the September agenda and determine if it is necessary to have an October meeting. Mr. Scherpa suggested that a consistent day and time be established. It was suggested that the meeting be held on the first Wednesday of the month at 9:00a.m.

Next meeting: Wednesday, September 7, 2011.

Meeting adjourned.

Respectfully submitted by, Eunice Torres