

Personnel Board Meeting Minutes

December 7, 2011, 9 a. m. - 11 a. m.

Town Room, Town Hall

Members Present: Tony Butterfield, Flo Stern, Charlie Scherpa, Ron Bell and Sarah McKee

Other Present: Diana Stein, Kay Zlogar, Eunice Torres, Sharon Sherry, Jones Library Director, and George Hicks, Library Maintenance Supervisor

Ms. McKee started the meeting by giving an explanation of why the Library Trustees are not moving forward with the Position of Assistant Library Director. She went on to talk about the position of Maintenance Supervisor and the moving of the position from a union to a non-union position as Facilities Maintenance Supervisor. Ms. McKee presented why Mr. Hicks should be transferred from a union position to a non union position. She stated that Mr. Hicks has been working temporarily out of class, and that his duties go beyond Maintenance Supervisor. Ms. Zlogar pointed out that this will be promotional, rather than a re-classification of the position. The position will be kept as part of the SEIU pay scale.

Ms. McKee made a motion to move forward with the promotion of Mr. Hicks from a union position of Maintenance Supervisors to the non-union Facilities Maintenance Supervisor position. The motion was seconded and unanimously approved. Mr. Butterfield suggested that the Library Director should follow-up with a 6 months performance review of Mr. Hicks.

The minutes were reviewed and approved with corrections. It was suggested that there be an employee meeting in the spring, maybe March or April.

Ms. Zlogar explained the ratification of the Fire Contract as it relates to COLA increases as well as that of SEIU. She also shared that there was a

tentative agreement with SEIU and that a meeting would be held on December 12, 2011, to ratify the agreement. The police are also close to a tentative agreement.

There was a discussion regarding the Library Trustees and the spring elections. It seems that out of the six board member seats, three of the three year terms and the one year are up for reelection.

Ms. Stern asked that Board members be sent an address list of all Personnel Board Members.

A brief discussion occurred regarding the Personnel Procedures Manual and the Town Manager vs Trustees, in the hiring and firing of Library employees. Some members of the Board of Trustees feel that the PPM should make reference to the Library Director instead of the Library Trustees. The PPM should set forth some legal authority for the Trustees. The Board feels that there are no policies regarding non-union vs. union, and that the Library Director should be in charge of the Library's Non-union employees, while the Town Manager should be in charge of Union Library employees

Mr. Scherpa suggested postponing the presentation of the Personnel Procedures Manual to the Select Board, until after we obtained Lawyer Bard's opinion on the Library Trustees' and Library Director's respective authority to hire and fire Library employees.

The meeting was adjourned at 10:25.

Respectfully Submitted by:

Eunice Torres