

Personnel Board Meeting Minutes
October 17, 2012
Town Room, Town Hall, 9-11:00am

The meeting was convened on Wednesday, October 17, 2012 at 9:00am.

Present: Flo Stern, Tony Butterfield, Charles Scherpa, Chris Hoffmann & Ron Bell
Others: Diana Stein, John Musante, Sharon Sharry, Deborah Radway and Kay Zlogar

Ms. Stern opened the meeting with a round of introductions and a welcome to new Board member Chris Hoffmann from the Jones Library Board of Trustees.

Minutes

The minutes of the March, 2102 meeting were distributed and held for review until the October 17, 2012 meeting.

OLD BUSINESS:

Library Reclassification Request:

Sharon Sharry, Library Director and Chris Hoffmann presented their proposal to reclassify two Library positions from Non Union Level H Librarian I to Non Union Level I Librarian II. The Night and Weekend Reference Librarian would change title to Head of Programming and Outreach and Branch Librarian would change title to Branch Head. There are 2 Branch Librarians.

Mr. Hoffmann introduced himself as the Chair of the Trustee's Committee on Personnel, Policy and Planning. He and Ms. Sharry emphasized that the outreach component of the newly redefined position is brand new and important to the Library's overall growth and development. The Library has hired a marketing agent, who is charged with publicizing the Library's outreach to and involvement with community groups as a part of their development work. The incumbent Night Reference Librarian has been volunteering the last 3 months or so to do some of the outreach but it is not a part of that position's job description and there is no compensation for doing so. Sharon stated that it is important for someone at the Library to assume responsibility for and be held accountable for outreach and programming and currently it is not in anyone's job description.

Mr. Scherpa asked if comparable compensation and classification research had been conducted because revising the job description to add more work did not mean that compensation or reclassification is justified. Mr. Scherpa also inquired about the status of a town wide non union reclassification study.

Mr. Musante replied that increasing volume of work is different than increasing complexity of duties, and this request reflects the latter, which is why a reclassification is requested. He further stated that individual position reclassification requests proposed by him or the Board of Trustees that address organization objectives need not be paralyzed waiting for a town wide reclassification which will be time consuming and expensive to undertake.

Ms. Stern inquired about the status of non benefitted 19 hour positions at the Library. Ms. Radway had information to share with Board members at the end of the meeting.

Mr. Butterfield stated that the Library's proposal should not be held hostage to a town wide reclassification effort or converting 19 hour positions to permanent benefitted positions. Mr. Bell agreed.

Mr. Scherpa asked for criteria for the Board to use to evaluate reclassification requests-standards for review.

Mr. Butterfield moved that the Night Reference Librarian position be reclassified from Level H to Level I and be renamed Head of Programming and Outreach. The motion was seconded by Ms. Stern. Vote was 4 in favor and 1 opposed.

Discussion followed about the Branch Librarian position, which was described by the Library Director as an equity issue, as this position has the same education and qualification requirements of the other Librarian II positions. Several Board

members indicated the Branch Librarians run a Library and act as a functional department head for their staff. Mr. Scherpa dissented.

Mr. Butterfield moved that the Branch Librarian position be reclassified from Level H to Level I and be renamed Branch. The motion was seconded by Mr. Bell. Vote was 4 in favor and 1 opposed.

Minutes

The minutes of the March, 2102 meeting were approved on a 4-0 vote with Mr. Hoffmann abstaining (not present).

The minutes of the September 2012 meeting were approved on a 4-0 vote with Mr. Hoffmann abstaining (not present).

Meeting Schedule:

Subsequent Personnel Board meetings were set for November 28, December 19, January 16 and February 27. Mr. Scherpa also requested that requests for reclassification be aired at least a meeting or two prior to the need for a vote, so there is ample time for research and review.

Director of Human Resources Report

Ms. Radway presented a recruiting plan for town positions, using various media and cost effective approaches. She stressed an overarching goal of increasing diversity of candidate pool and asked for suggestions. Continued use of social media was encouraged. Mr. Scherpa described the Police Department's team approach to community colleges that is effective.

Ms. Radway presented a template Supervisory Skills and Leadership Training Program she is looking to initiate with the UMASS Labor and Workplace education center. Mr. Scherpa suggested adding a component on Ethics to the curriculum. The Board thought the effort was worthwhile and overdue.

Ms. Radway asked the Board what metrics they would like reported to them on a regular basis. The Board requested monthly and cumulative reports on new hires and terminations.

Adjournment

The meeting was adjourned at 10:25 a.m.

Respectfully submitted,
Deborah Radway

Handouts: Minutes of March, 2012 meeting
 HR Director Recruiting Plan

Minutes of the September 2012 meeting
Supervisory Training Needs