

**TOWN OF WEST TISBURY
PERSONNEL BOARD**

December 14, 2009

Present: Norm Perry, Jennifer Haynes, Ernie Mendenhall, Margot Parrot, Brian Smith and Maria McFarland

The meeting opened at 5:35 P.M., Norm Perry, presiding.

Minutes: The minutes of the November 9th meeting were approved with revisions.

Performance Reviews:

The following performance evaluations were submitted for review and approved, each with a one step increase:

Helen Brown (COA clerk)
Charles Cotnoir (COA Janitor)
Maria McFarland (Personnel)
Simone DeSorcy (Planning Board)
Garrison Vieira (Police)

New Business:

Library Positions: The board met with Library Director Beth Kramer regarding two new positions; one full time position entitled, "Reference & Information Services" and one seasonal position entitled, "Library Page".

The reference and IT position was reviewed and graded. It received 960 points and would be placed at Grade G on the new classification plan. The library page position would be a seasonal position for students. This position scored 160 points and will be placed at Grade 1 on the Seasonal classification plan. It is intended to replace 2 summer circulation assistant positions. Nether position will increase the total head count of library personnel. A motion was made and seconded to approve both of these job descriptions and to place them on the appropriate grades as noted. All in favor. The warrant article for ATM will include both of these positions.

Maria was instructed to research the last time the seasonal classification plan was revised.

Old Business:

COA Director Job Description: Joyce submitted her version of the director's job description. The board did not review. It needs to put into the new format for job descriptions. Maria was instructed to let Joyce know.

Administrative:

FY2011 Budget: A motion was made and seconded to approve the FY 2011 budget for the Personnel Board. All in favor.

Bylaw Revisions: The board discussed changes to 8 -17 of the Bylaw.

Job Certifications for New Hires: Library-circulation assistant

Correspondence In:

Library – Copy of letter regarding employee termination.
Library – Change of Status Notice

There being no further business the meeting was adjourned at 7: 45 PM.

Respectfully submitted,

Maria McFarland
Administrative Assistant
APPROVED