

**TOWN OF WEST TISBURY
PERSONNEL BOARD**

April 9, 2007

Present: Norm Perry, Nancy-Alyce Abbott John Durfee, Ernie Mendenhall, Maeve Sheehan and Maria McFarland

Also Present for all or part of the meeting: Carol Arnold and Sandy Stapczynski of Human Resource Services Inc., Linda Hearn, Library Trustee, Ginny Jones and Dan Waters of the Library Director Search Committee and Nelia Decker, Library staff.

The meeting opened at 5:30 P.M., Norm Perry, presiding.

Minutes: The minutes of the March 12, 2007 meeting were approved. John and Maeve abstained.

Performance Reviews: There were no performance reviews submitted for this meeting.

Compensation Plan: Carol Arnold and Sandy Stapczynski were present for the initial meeting with the board as they begin the review of the town's compensation plan. Sandy introduced herself and her company. The scope of the project was reviewed.

Nancy asked Sandy if she could advise the board on how other towns formulate salary adjustments. Sandy replied that most towns' do exactly what West Tisbury is already doing, looking at the CPI and what neighboring towns are doing.

Ernie mentioned that step 1 on the wage scale is hardly ever used and that when the compensation and classification review was done by MMA they recommended dropping step 1. Sandy will add this to her review. Maria will send Sandy the analysis done the town accountant on this issue.

It was agreed that the compensation review would also look at longevity and the salaries of Dukes County employees, as well as the salaries of the same towns used by the consultant for the 2004-05 review.

Sandy told the board that May and June were going to be busy for her so that work would begin in earnest in late June.

New Business

Library: Nelia Decker, Linda Hearn, Ginny Jones and Dan Waters were present to discuss the resignation of Howard Curtis and to discuss the plan for hiring an Interim Director and new Director.

A letter of resignation has not been submitted to the Personnel Board as of this meeting.

Beth has been working out of grade for the past two weeks. After two weeks of working out of grade an employee is to be paid at the higher grade at the appropriate step as set for in Section 7-8 of the Personnel Bylaw.

After a lengthy discussion, it was agreed that Nelia Decker, Children's Librarian and Beth Kramer, Assistant Librarian will continue to work out grade as necessary and determined by the Library trustees. There is no need to do an emergency appointment. The Library trustees are to advertise and interview any applicants for the position of Interim Director. Nelia and Beth have proposed to the trustees that they act as co-interim directors. The Personnel Board said that was up to the Library trustees, but that they had to follow the hiring procedures in the bylaw and advertise the temporary position. Linda explained that the trustees did not want to bring in a new Director in the middle of the summer. The Board said an interim appointment should not extend beyond the beginning of September.

During the summer the circulation assistants hours will also be increased as the budget allows.

A discussion was then had about the Library Director's job description and whether or not an MLS was required or simply preferred. The trustees will review the job description the Personnel Board as on file as being the current job description together with the recommended additions to the job description made by MMA. A revised job description will be submitted to the board for review and grading. The trustees were reminded that job descriptions are supposed to reflect the job and not the people currently filling the position.

The search committee will initially accept resumes, letters and references from all applicants for the director's position. Once the applicants are chosen for interviews, those applicants will fill out the town job application form.

FY2008 Wage adjustment: Norm will address town meeting on the wage adjustment and will be prepared to answer any questions on the Finance Committee's decision to "not recommend a 3.8% adjustment.

Administrative

The following correspondence was reviewed, approved or noted as required:

Sick Bank sign up sheet for David Savage (PD)

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

Respectfully submitted

Maria McFarland
Administrative Assistant
APPROVED