

**TOWN OF WEST TISBURY
PERSONNEL BOARD**

December 12, 2007

Present: Norm Perry, Nancy-Alyce Abbott, Ernie Mendenhall and Maria McFarland

Absent: John Durfee and Maeve Sheehan

Also present for part or all of the meeting: Beth Kramer, Linda Hearn and Hermine Hull

The meeting opened at 5:30 p.m., Norm Perry presiding.

Minutes: The minutes of the November 5, 2007 meeting were approved.

Performance Reviews: The board reviewed the evaluations for Nelia Decker, Jennifer Tseng and Colleen Morris (Library), Garrison Vieira, Leomar DeOliviera and Sean Slavin (Police Dept).

A motion was made and seconded to accept all the performance reviews with associated step increases. All in favor.

Old Business

Board of Health/ Building Dept: Discussion on assistants leave tabled to the next meeting. The board did discuss the intent of section 18-3 of the Personnel Bylaw regarding leave of absence.

Compensation Plan: Bruce Stone was present to review the consultants report and to offer his version of the implementation cost. Maria was directed to call the consultant and ask her to remove recommendations # 4 and 9. A motion was made and seconded to accept the consultants report and to prepare a warrant article for the annual town meeting. All in favor.

Library: Paula Black The board reaffirmed its action at the November meeting.

New Business

Library: Revised job descriptions. The board began a review of two library job descriptions and the creation of a new position to be called Head of Circulation Assistant. After a lengthy discussion with Beth, Lind and Hermine it was decided that the review of the proposed changes to these job descriptions be tabled until the full board was present and the drafts were revised to delete unnecessary language in each of the descriptions. Beth will resubmit revised drafts.

Administrative

FY 2009 Budget: A motion was made and seconded to approve the FY 2009 budget pending clarification of calculation of salary line item. . All in favor.

There being no further business the meeting was adjourned.

Respectfully submitted,

Maria McFarland
Administrative Assistant
APPROVED