

**TOWN OF WEST TISBURY
PERSONNEL BOARD**

January 14, 2008

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

Absent: Maeve Sheehan

Also present for part or all of the meeting: Beth Kramer and Hadden Blair

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

Minutes: The minutes of the December 10th meeting were reviewed. A motion was made and seconded to approve. All in favor.

Performance Reviews: A motion was made and seconded to accept the six month probationary evaluation for Beth Kramer since she took over as Library Director. A brief discussion was had about why the evaluation was done in letter form and the evaluation form wasn't used.

The letter is a notice to the Personnel Board that the employee has successfully completed the probationary period. The form is for the annual review. It was decided that a six month review form should be created. There being no further discussion the vote to accept Beth's probationary review was unanimous.

Old Business

Board of Health/ Building Dept: Hadden Blair was present to discuss whether Section 18.3 of the Personnel Bylaw may be used to cover days off to take care of family business. In the first year of employee Hadden's supervisors allowed to take time off to attend to family business as he did have personal days or vacation days available to him. In the second year Hadden was also allowed to do this. His supervisors have acknowledged that this was their mistake. The board reviewed the vacation and personal day sections of the bylaw with Hadden and explained to him the intent of the Leave of Absence provision at Section 18.3. The board determined that the time Hadden takes over the course of the year does not rise to the level of a leave of absence under Section 18.3. This time can be taken as vacation or a combination of vacation and personal days. Hadden requested a letter to this effect from the board. A motion was made and seconded to provide Hadden with a letter on their determination as to whether Section 18.3 of the Personnel Bylaw applied to his situation. All in favor.

New Business

Annual Report: A motion was made to approve the 2007 Annual Report with one revision. The motion was seconded and the vote in favor unanimous.

Library: Revised job descriptions. Beth Kramer was present. She submitted a letter to the Board requesting that a review of the revised Assistant Librarian and Circulation Assistant job descriptions be tabled until the next classification plan review is done. The Board finished reviewing and grading the job description for the new position of Head of Circulation.

Administrative

Warrant Articles: Maria was instructed to prepare a warrant article to amend the Personnel Bylaw to revise the wage scale, set the FY09 wage adjustment, and add the position of Head of Circulation to the Classification Plan at Grade 4 and to prepare a second warrant article requesting funds up to \$15,000 to hire a consultant to review the Classification Plan.

There being no further business the meeting was adjourned at 6:30 PM.

Respectfully submitted,

Maria McFarland
Administrative Assistant
APPROVED