

WEST TISBURY PERSONNEL BOARD
MINUTES OF MEETING

June 2, 2016

Present: Jerry Gallagher, Matt Gebo, Norm Perry, Ben Retmier and Kenneth Vincent

\

Also present for all or part of the meeting: Beth Kramer, Library Director

Staff: Maria McFarland

The meeting was called to order at 5:10 PM. Ken Vincent, presiding.

The purpose of this Personnel Board meeting was to discuss the issues and questions raised in a memo from Beth Kramer to the Personnel Board dated May 27.

In advance of the meeting, Maria asked for, and was granted access to Town Counsel by the Town Administrator because the matter was time-sensitive and there is a history of disciplinary issues with this employee. The memo from Beth and the opinion letter from Jack Collins dated May 31 were discussed.

Beth explained to the board that the Reference/ IT Assistant Librarian position was going to become a 40 hour a week position effective July 1. The position is currently 30 hours a week. The employee in the position has been averaging 28 hours a week and has asked for a further reduction of hours by changing to the available circulation assistant position that is currently posted and advertised. The deadline for filing an application for this position is June 13

Beth asked the board if she could remove an employee from their current position but allow the employee to apply for another position at the library that would be fewer hours and less pay but would allow the employee to remain employed by the Town.

Based on the guidance provided by Town Counsel, the decision rests with the Library Director and the Library Board of Trustees. No action was taken by the Board.

After the meeting with Beth, members discussed the need to request access to town counsel without a meeting of the board in advance of the request. Ken said he agreed with Maria's request to the Town Administrator, because he did not want to meet with the Library Director without input from Jack Collins first. Maria explained that normally she would wait to discuss the need to talk with town counsel at a board meeting in advance, but in this instance she would be on vacation from June 4 through June 7, the next Personnel Board meeting was not scheduled until June 13 and Beth was asking for guidance on the status of an employee and needed an answer.

There being no further business on the agenda, the meeting was adjourned at 5:50 PM.

Respectfully Submitted,

Maria McFarland
Board Administrator
APPROVED