

WEST TISBURY PERSONNEL BOARD
MINUTES
January 14, 2019

Present: Leon Brathwaite, Rachel Rooney Norm Perry and Kenneth Vincent

Absent: Ben Retmier

Also present for all or part of the meeting: Bruce Kramer, Skip Manter, Greg Orcutt, Doug Ruskin, and Bruce Stone

The meeting was called to order at 5:06 PM.

Minutes: The minutes of the December 10 meeting were approved.

Performance Reviews: A motion was made and seconded to approve the performance evaluation for Olivia Larsen (Library) with a one-step increase. All in favor.

New Business:

Library Grievance Procedure: Beth said she did not realize this was on the agenda for this evening. Beth said the Trustees thought they were finished with the document. Leon questioned the wording regarding Executive Sessions. Beth replied that she could not answer Leon's questions and asked that the matter be tabled to the February meeting so that Caroline Flanders could come to the next meeting. The matter was tabled.

Old Business:

Library job descriptions Circulation Assistant: Beth told the Board she decided not to move forward with the proposed changes to the Circulation Assistant job description at this time.

Technology and Reference Librarian job description: Rachel recused herself from this discussion as this is her job. She left the room during the discussion.

Members reviewed and discussed the proposed changes with Beth. After grading the description as revised a motion was made and seconded to move this position from Grade 3 to Grade 4 on the Year-Round Classification Plan, subject to the approval of Town Meeting. All in favor.

Rachel rejoined the meeting. Leon left the meeting at 6:00PM.

Finance Committee proposal for wage scale: The discussion with the Finance Committee was informal as there was not a quorum present of members who could vote on the proposal.

Doug submitted a chart showing the cost to implement the Finance Committee's proposal to reduce the percentage increase between steps on the wage scale from 5% to 3.5%. Doug said he was hoping to persuade the board to put an article on the April Town Meeting warrant.

It was noted that that the 2.3% wage scale adjustment by itself increases wages \$62,000 and that the Finance Committees' proposed scale change would add an additional \$88,000 for a total of \$150,000.

Ken said he is open to studying this proposal and understands that there could be the savings to the Town but that it did not make sense to ask the Town to make this change to the wage scale and ask for money to do the study at the same time.

Maria said the compensation and classification study proposal asks the consultant to study this issue. The goal is to have this study completed by October 15 in order to have any changes approved at the April 2020 town meeting. Any change would be effective July 1, 2020 for FY 2021. Doug and Greg agreed that it made sense to wait for the study to be done. No action was taken.

Harassment Prevention Policy: Discussion of revisions to the current policy was tabled to the next meeting.

Administrative:

Warrant Articles: The board previously approved the warrant article for the wage scale adjustment. The warrant article to add the Shellfish Agent position will be revised to include the IT and Reference Librarian to the Classification Plan and to delete the old Treasurer position.

A draft of the warrant article for the Classification and Compensation Study will be submitted as a place holder by February 5, with the final cost to be submitted by the deadline of February 19.

The following documents were signed:

Job Certification Forms;
Library Circulation Assistant
Parks and Recreation (Chess Instructors)

Noted for the record:

Probationary Period/ ZBA
Vacation Carry over letters

There being no further business to discuss, the meeting was adjourned at 6: 20PM.

Respectfully submitted,

Maria McFarland
Board Administrator
APPROVED