

WEST TISBURY PERSONNEL BOARD
MINUTES
February 10, 2020

Present: Leon Brathwaite, Dianne Powers, and Ben Retmier

Absent: Norm Perry and Rachel Rooney

Also present for all or part of the meeting: Skip Manter

The meeting was called to order at 5:05 PM.

The minutes of the January 27 meeting were approved as written. All in favor.

Performance Evaluations: The performance evaluations for Elliott Bennett (Library) Laura Hearn (Library), Joe Tierney (Building) and Nikolaj Wojtkielo (Police) were approved, each with a one-step increase. All in favor.

Old Business: Classification and Compensation Study/ Job Description language: Maria asked the board to review the request by the library to change the job environment for the circulation assistant description. Currently all library descriptions state that, “work is performed under typical library conditions; the noise level is moderate at most time. Library operation hours may require night and weekend work.” The requested change, which is only for the circulation assistant position description reads, “Work is performed in an open and lively setting which is not typical of many library environments. Circulation assistant are very visible and are on the “front line” as patrons enter and leave.”

In addition, under knowledge, ability, and skill, Beth requested that “basic knowledge of CPR, First Aid, Narcan administration, and active shooter training” be added to the job descriptions as being required.

It was agreed that the description for job environment needs to be consistent for all positions in the same department. With respect to the need for CPR, First Aid Narcan administration, and active shooter training, these probably should not be part of the job description as they are not required to perform the duties of a circulation assistant, as with an EMT or Police Officer. However, the training may be offered. It was noted that most of town staff have had active shooter training and some have had NARCAN administration training, but it is not a requirement of those job descriptions. Also, this wording was not added to any of the other library positions.

Maria was instructed to speak with the new Library Director regarding the wording. No other action was taken.

New Business There was no new business discussed.

Administrative:

The following documents were reviewed and signed:

- Job Certification form/ Library Director

Noted for the record

- Approval of vacation carry-over (Police)

There being no further business to discuss, the meeting was adjourned at 5:25PM.

Respectfully Submitted,

Maria McFarland
Board Administrator
APPROVED
March 9, 2020