

MINUTES of the Personnel Board of the Town of Burrillville held Tuesday, January 13, 2015 scheduled at 8:30 a.m. at the Town Hall, 105 Harrisville Main Street, Harrisville, RI.

MEMBERS PRESENT: Paul MacDonald, Charlotte Gabrielson, Robert Tetreault, and Tony Wood

MEMBERS ABSENT: Charlotte Gabrielson arrived at 8:45 a.m.

OTHERS PRESENT: Library Director, Sandra Mundy; Chairman, Library Board of Trustees, Aaron Coutu; Library Board of Trustees member, Peggy Dudley.

CALL TO ORDER: The meeting was called to order at 8:38 a.m.

APPROVAL OF MINUTES:

- 1) Discussion, consideration and action relative to amending the December 1, 2014 meeting minutes and dispense with the reading of said minutes.

Motion to approve the amended minutes of the December 1, 2014 meeting was made by Tony Wood and seconded by Robert Tetreault. The motion was severally seconded.

- 2) Discussion, consideration and action relative to the approval of the December 9, 2014 meeting minutes and dispense with the reading of said minutes.

Motion to approve the minutes of the December 9, 2014 meeting was made by Robert Tetreault and seconded by Tony Wood. The motion was severally seconded.

APPROVAL OF INVOICES / EXPENDITURES:

- 3) Discussion, consideration and action relative to the approval of the CPS Agency invoice for materials used at the Administrative Aide testing held on December 9, 2014 in the amount of \$630.30.

Motion to approve the CPS Agency invoice for materials used in the amount of \$630.30 was made by Robert Tetreault and seconded by Tony Wood. The motion was severally seconded.

CITIZEN COMMENT: None

OLD BUSINESS:

- 4) Review and discuss Status of Lists.

No change to the status of lists anticipated until the upcoming Promotional Police Testing. List was received and filed.

- 5) Discussion, consideration and action relative to the letter from the Chairman of the Library Board of Trustees regarding the upcoming retirement of the Library Director.

The Library Board of Trustees suggests that the Library Director position needs a more competitive salary when compared with other Towns in Rhode Island and a Base Wage change has been suggested by the Library Board of Trustees for \$60,000 to be incorporated into the Classification Plan.

The Personnel Board has requested an extra meeting to further review and discuss the Library Director salary to be held on January 28, 2015. Prior to this meeting the Personnel Board has requested an electronic copy of a new, and updated job description for the position of Library Director at the JMS Library. Sandra Mundy's last day will be April 30, 2015.

- 6) Annual Schedule of Meetings for 2015 to be received and filed.

Schedule was received and filed.

NEW BUSINESS:

- 7) Discussion, consideration and action relative to the Personnel Board Budget for FYE2016.

Budget is to be submitted with no changes to be made, Executive Assistant to send electronic copies to the Personnel Board members.

CORRESPONDENCE:

- 8) Jesse M. Smith Library Director, Sandra Mundy's official letter of retirement for April 30, 2015.

Letter was received and filed. Chairman MacDonald expressed his regrets towards Library Director, Sandra Mundy's upcoming retirement.

- 9) Legal opinion from Timothy F. Kane dated September 26, 2014 regarding who has the legal authority to hire, supervise, discipline and terminate employees at the Jesse M. Smith Memorial Library.

Letter was received and filed.

GENERAL DISCUSSION:

- 10) Review and discuss items proposed for future agendas.

ADJOURN:

Motion was made to adjourn the meeting at 9:42 a.m. by Charlotte Gabrielson and seconded by Robert Tetreault. The vote was unanimous.

Chairman, Paul MacDonald

Date