

MINUTES of the Personnel Board of the Town of Burrillville held Wednesday, January 28, 2015 at 2:00 p.m. at the Town Hall, 105 Harrisville Main Street, Harrisville, RI.

MEMBERS PRESENT: Paul MacDonald, Charlotte Gabrielson, and Robert Tetreault.

MEMBERS ABSENT: Tony Wood, excused

OTHERS PRESENT: Town Manager, Michael C. Wood; Library Director, Sandra Mundy; Library Board of Trustees' member, Peggy Dudley.

CALL TO ORDER: The meeting was called to order at 2:05 p.m.

APPROVAL OF MINUTES:

- 1) Discussion, consideration and action relative to the approval of the January 13, 2015 meeting minutes and dispense with the reading of said minutes.

Motion to approve the minutes of the January 13, 2015 meeting was made by Robert Tetreault and seconded by Charlotte Gabrielson. The motion was severally seconded.

APPROVAL OF INVOICES / EXPENDITURES:

None

BUSINESS:

- 2) Discussion, consideration and action relative to the salary for the position of Library Director.

Salary discussion included Town Manager, Michael C. Wood advising all that this position has an employment contract and Town benefits. He went on to state that the new salary for Library Director should be brought before the Town Council in February in order to expedite getting the advertisement out.

The Library Board of Trustees recommended a salary change to \$60,000 for the position of Library Director. Town Manager, Michael C. Wood stated the salary change should fit into one of the categories in the existing Classification Plan therefore recommending a maximum wage of \$60,550.

Personnel Board member, Robert Tetreault stated that there are three (3) measures for setting a wage – experience, responsibility, and decision making. Mr. Tetreault would like to see what the changes are between the new and the old job descriptions for the position of Library Director. Review of the Library Director's job description will be continued.

Motion to approve the salary change to \$60,550 for the position of Library Director was made by Charlotte Gabrielson and seconded by Robert Tetreault. The vote was unanimous.

Chairman MacDonald extended his gratitude to Town Manager, Michael C. Wood and to the Library Board of Trustees for their help and consideration on this matter.

- 3) Discussion on potentially recommending amending the Classification Plan in regards to the Library Director position and other considerations.

The Personnel Board was informed that after researching payroll records, the position of Library Assistant III did not receive its increase in July as had the other categories on the Classification Plan.

A **motion** was made to recommend amending the Classification Plan to move the position of Library Director to the \$60,550 category and amend the Library Assistant III salary to \$28,856 was made by Charlotte Gabrielson and seconded by Robert Tetreault. The vote was unanimous.

- 4) Final copy of the Personnel Board Budget for FYE2016 to be received and filed.

Discussion was of the Budget Board cuts to the budget as presented and the potential of adding \$1,000 for training. Chairman MacDonald will speak to the Town Manager of the desire for this additional line item. The budget as presented to the Budget Board was received and filed.

CORRESPONDENCE:

GENERAL DISCUSSION:

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

Promotional Police testing date of April 14, 2015 at 1:00 p.m. in the Town Hall was agreed upon.

ADJOURN:

Motion was made to adjourn the meeting at 3:05 p.m. by Charlotte Gabrielson and seconded by Robert Tetreault. The vote was unanimous.

Chairman, Paul MacDonald

Date

The Town of Burrillville will provide accommodations needed to ensure equal participation. Please contact the Burrillville Town Clerk at least three (3) business days prior to the meeting so arrangements can be made to provide such assistance at no cost to the person requesting it. A request for this service can be made in writing or by calling (401) 568-4300 (voice) or "via RI Relay 1-800-745-5555" (TTY).