

Minutes of the Personnel Board of the Town of Burrillville held Tuesday, March 3, 2015 at 8:30 a.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: None

CALL TO ORDER: The meeting was called to order at 8:48 a.m.

APPROVAL OF MINUTES:

- 1) Discussion, consideration and action relative to the February 10, 2015 meeting minutes and dispense with the reading of said minutes.

Motion to approve the minutes of the February 10, 2015 meeting was made by Paul MacDonald and seconded by Robert Tetreault. The motion was severally seconded.

APPROVAL OF INVOICES / EXPENDITURES:

None

CITIZEN COMMENT:

OLD BUSINESS:

- 2) Discussion, consideration and action regarding the Library Director position.

- a) Review and discuss the updated job description.

Job description was amended; word "exempt" was added to the *Hours of Work* portion of the Library Director Position description.

Motion made to accept as amended made by Robert Tetreault and seconded by Charlotte Gabrielson. The motion was severally seconded.

- b) Review and discuss the process for hiring a new Library Director.

Process was amended, one sentence removed. Final process to be filed with the Town Clerk.

Motion to accept as amended made by Charlotte Gabrielson and seconded by Robert Tetreault. The motion was severally seconded.

- c) Review and discuss the advertisement.

Application deadline will be April 10, 2015. Résumés will be reviewed by the Personnel Board on April 14, 2015 during the Promotional Police testing.

- 3) Update relative to the Promotional Police testing.

Personnel Board is on schedule for testing on April 14, 2015 at 1:00 p.m. Study materials have been posted in compliance with the FOP Union contract. Tests have been ordered.

NEW BUSINESS:

- 4) Discussion, consideration and action relative to the CPS test rental agreement.

Personnel Board members agreed to and signed the CPS Test rental agreement.

CORRESPONDENCE:

GENERAL DISCUSSION:

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

Next meeting scheduled for April 14, 2015 at 1:00 p.m.

ADJOURN:

Motion was made to adjourn the meeting at 9:46 a.m. by Robert Tetreault and seconded by Charlotte Gabrielson. The vote was unanimous.

Chairman, Paul MacDonald

Date