

AGENDA of the Personnel Board of the Town of Burrillville to be held Tuesday, September 21, 2010 at 8:30 a.m. at the Town Hall, 105 Harrisville Main Street, Harrisville, RI.

MEMBERS PRESENT: Chairman James Moran, Valerie Leduc, Paul MacDonald and Charlotte Gabrielson – Alternate Member

MEMBERS ABSENT:

CALL TO ORDER:

APPROVAL OF MINUTES:

- 1) Approval of August 10, 2010 meeting minutes and dispense with reading of said minutes.

APPROVAL OF INVOICES / EXPENDITURES:

CITIZEN COMMENT:

UNFINISHED BUSINESS to be considered and acted on:

- 2) Discussion, consideration and action relative to the implementation of charging fees for testing. See attached memo from the Town Council.
- 3) Discussion, consideration and action relative to the Assistant Library Director being added to the Classification Plan. See attached memo from the Town Council.
- 4) Discussion, consideration and action relative to the Jesse M. Smith Library Personnel Policies.
- 5) Discussion, consideration and action relative to creating a new Financial Aide Eligibility list.
- 6) Discussion, consideration and action relative to a new ranking for the recent Administrative Aides based on a combination of their written exam scores and their CCRI skills test score.

NEW BUSINESS:

- 7) Discussion, consideration and action relative to the use of the annex training room for Microsoft Word and Excel training.

COMMUNICATIONS:

- 8) Correspondence from Administrative Aide, Lori Cadieux announcing her retirement.

GENERAL DISCUSSION:

ADJOURN:

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).