

Personnel Board Minutes 5/25/11

In Attendance

Charles Clinton
Laura Canducci
Margo Mansur

Absent

Sherry Madore

7:35 PM The meeting was called to order by Chairman Chuck Clinton. A motion by Laura to accept the minutes of the previous meeting held on May 9 was seconded by Margo. The motion passed.

7:40 Two action forms have been submitted to the Personnel Board:
A step increase for Donna L. McGuirk, COA Head Cook, from F7 Step 2 to F7 Step 3 @ 13.31/hr. Laura's motion to approve was seconded by Margo. The increase was approved.

A step increase for Corrine DePatra, COA Assistant Cook, from F6 Step 2 to F6 Step 3 @ 11.87/hr. Margo made a motion to approve the step increase, seconded by Laura. The motion carried.

7:55 A letter was received by the Personnel Board from the Trustees of the Avon Public Library requesting a classification change for the Library Director, from C-13 Step 5 to C-15 Step 1. (See attached) The letter points out that the Director has been at Step 5 (top step) for several years, and last received an increase in 2009.

8:00 Laura made a motion to begin a discussion of the classification change. Mr. Clinton said he could not recommend a change at this time. According to Personnel Bylaws, reclassification cannot be approved simply because a period of time has elapsed, but must be justified by a change in responsibilities or duties, or an increase in hours worked.

The Chairman suggested meeting with the trustees and director, and to ask them to bring any information to support their request. The Personnel Board should also do research and compare the library director's position and salary with that of any comparable area towns. Margo made a motion to contact the trustees, requesting information and asking them to meet with us. The motion was seconded by Laura, and carried unanimously.

A motion by Laura, seconded by Margo to change the classification of the Library Director was defeated.

8:30 Meeting adjourned.