

From: Susan Mazurski January 28, 2009 1:49:05 PM  
Subject: Personnel Sub-Committee Minutes 11/24/2008 APPROVED  
To: SimsburyCT\_PersMin  
Cc:

PERSONNEL SUB-COMMITTEE  
SPECIAL MEETING MINUTES  
NOVEMBER 24, 2008

A special meeting of the Personnel Sub-Committee of the Board of Selectmen was held November 24, 2008 at 6:00 p.m.

Call to order

Chairman Long called the meeting to order at 6:00 p.m. Deputy First Selectman Hampton and Selectmen Wertheimer were present. Brandon Robertson, Director of Administrative Services, and Susan Bullock, Library Director, were also present.

Review, discuss and possibly approve minutes from Special Meeting held on October 27, 2008

Following discussion, John Hampton moved acceptance of the minutes as presented. The motion was seconded by Moira Wertheimer and all were in favor of the motion. The minutes were adopted.

Receive presentation from library Director regarding unfilled positions at Simsbury Public Library and possibly take action regarding same

Chairman Long recognized Susan Bullock, the Library Director, who reviewed the need to fill several positions at the Library as outlined in a memo dated November 24, 2008.

Mr. Long clarified that the cost of hiring two part time Circulation Assistants would be covered by closing the Library one hour earlier Monday through Thursday. Ms. Bullock noted that the decision to hire two part time Circulation Assistants, when balanced with the early closure of the Library, would be expenditure neutral.

Mr. Long asked if there was consensus among the sub-committee members to recommend to the Board of Selectmen that two part time Circulation Assistant position be filled at the Library. The sub-committee members noted their consensus to move forward with these positions.

Mr. Long requested that Ms. Bullock review a request to fill a part time Reference Librarian Position for Teen and Adult Programming. Following discussion, Mr. Long requested a motion regarding filling this position. Ms. Wertheimer voted to approve moving forward with the position. Mr. Long and Mr. Hampton voted not to fill the position. The motion failed.

Mr. Long requested that Ms. Bullock review a request to fill a Technology Learning Center Technician Position. Ms. Bullock noted that this position will be funded by a grant through the Hartford Foundation for Public Giving.

Mr. Long asked if there was consensus among the sub-committee members to recommend to the Board of Selectmen that the Technology Learning Center Technician position be filled. The sub-committee members noted their consensus to move forward with this position.

Review, discuss and possibly take action regarding request to attend a conference

Chairman Long noted that the First Selectman's Office forwarded a request by an employee to attend an out of state conference. Chairman Long asked if there was a consensus regarding a threshold that should prompt a review by the Personnel Sub-Committee. Following discussion, Ms. Wertheimer made a motion to authorize the First Selectman to approve expenditures for out of state travel of up to \$150 without prior approval of the Personnel Sub-Committee. Mr. Hampton seconded the motion. All were in favor and the motion passed.

Chairman Long noted that there is a request pending for out of state travel. The cost of the event is \$287. Mr. Long asked if there is a consensus to approve the request. Mr. Hampton made a motion to approve the request which was seconded by Ms. Wertheimer. All were in favor and the motion was adopted.

Mr. Bert Kaplan asked to be recognized by the Chairman. Chairman Long recognized Mr. Kaplan. Mr. Kaplan stated that the p.t. Reference Librarian for Teen and Adult Programming should be filled.

Adjourn

The meeting was adjourned at 6:40 p.m.

Respectfully Submitted,

Mike Long  
Chairman