



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## **Personnel Sub-Committee Special Meeting**

Monday, January 14, 2019

Board of Education Conference Room, Town Hall, 933 Hopmeadow Street

### **APPROVED MINUTES**

Members Present: Sean Askham, Chris Kelly, Eric Wellman

Staff Present: Maria Capriola, Lisa Karim

The meeting was called to order at 5:15pm.

#### **1) Circulation Assistant Job Description Update**

Proposed changes to the Circulation Assistant (Adult Department) job description and job title were reviewed. Selectman Askham motioned and Deputy First Selectman Kelly seconded to “Move effective, January 14, 2019 to endorse the proposed modifications to the job description and to change the job title for the Circulation Assistant position to the Library Services Assistant (Adult Department) as presented. Further move that this recommendation be forwarded to the full Board of Selectmen.” Motion passed unanimously.

#### **2) Minutes**

The minutes of August 27, 2018, August 29, 2018 and December 10, 2018 were approved by consensus. The September 27, 2018 were tabled.

The meeting adjourned at approximately 5:20pm.

Respectfully Submitted,  
Maria E. Capriola  
Town Manager  
Town of Simsbury