



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

**BOARD OF SELECTMEN**  
**Personnel Sub-Committee**  
**Special Meeting – Monday January 29, 2018**  
**7:00 PM – Simsbury Town Offices – Room 103**

**Minutes**

*(Completed by Chris Kelly)*

**1. Call to Order**

The meeting was called to order at 7:00 PM by Sub-Committee Chair Eric Wellman, with members Sean Askham and Chris Kelly present. Also present was Melissa Appleby (Assistant Town Manager), Eric Gomes (Employee Benefits and Human Resources Coordinator), Lisa Karim (Director of Library Services) and Marianne O'Neil (Chair of Library Board of Trustees)

**2. Pledge of Allegiance**

**3. Public Audience**

No comments were made in public audience

**4. Review of Minutes**

As no minutes were available for review there was no discussion or motions

**5. Review and Approval of Proposed Library Position – Head of Borrowing and Technical Services.**

Lisa Karim and Marianne O'Neil presented changes that the Library Board of Trustees had approved for the Head of Borrowing and Technical Services position. Some highlights:

- Current Head of Circulation will retire on March 1, 2018
- Based on current workload needs the proposal is to upgrade the position from a T6 in the SCL bargaining unit to an A5 in the Administrator and Supervisors bargaining unit.
- The Head of Circulation salary range is \$43,807 - \$52,325 and the Head of Borrowing and Technical Services is \$72,702 - \$89,597. The expected salary impact in the current fiscal year is \$676 but would be \$20,377 in the next.
- The key changes reflect the real supervisory duties of the job and full scope of knowledge and skills related to managing technical services.

The subcommittee discussed the proposal. Sean Askham did point out the although a needed change the \$20,377 dollar increase in the budget may require some offsets in expenses in the next budget.

Sean Askham moved, and Chris Kelly seconded a motion to approve the Head of Borrowing and Technical Services job description with the change from a T6 to A5 classification. The motion passed unanimously.

## **6. Adjourn**

A motion was made by Sean Askham, seconded by Chris Kelly, and passed by all to adjourn the meeting at 7:40 PM