

From: Rick Bazzano May 1, 2009 1:33:59 PM  
Subject: Personnel Sub-Committee Minutes 03/09/2009  
To: SimsburyCT\_PersMin  
Cc:

## PERSONNEL SUB-COMMITTEE

### Call To Order

The regular meeting of the Personnel Sub-Committee of the Board of Selectmen for March 9, 2009 was called to order at 6:05 p.m. Present at the meeting were Chairman, Michael Long and Selectmen Moira Wertheimer and John Hampton. Brandon Robertson, Director of Administrative Services, was also present. Susan Bullock, Library Director and Gail Ryan, a member of the Library Board, were also present.

Review, discuss and possibly approve January 26, 2009 Special Meeting Minutes

Mr. Hampton made a motion to adopt the January 26, 2009 Special Meeting Minutes as presented. Ms. Wertheimer seconded the motion. All were in favor and the minutes were adopted.

Review, discuss and possibly approve proposed position description for Library Clerk-Technology Center

Chairman Long noted that this is a position that is funded by a grant through the Hartford Foundation for Public Giving. Following discussion, Ms. Wertheimer made a motion to approve the position description as presented. Mr. Hampton seconded the motion. All were in favor and the position description was adopted.

Review, discuss and possibly take action regarding hourly rate of pay for part time Reference Librarians

Chairman Long referred to the attachments that were included in the packets provided to the Personnel Sub-Committee. It was noted that the Board of Selectmen adopted a resolution in 1999 to provide for parity between the full time and part time Reference Librarian Positions. Following discussion, Ms. Wertheimer made a motion to increase the hourly rate of the non-union Reference Librarians from \$27.34 to \$28.16/hr. Mr. Hampton seconded the motion. All were in favor and the motion was adopted.

Receive and review draft of updated Personnel Rules and Regulations and take appropriate action regarding same

Chairman Long noted that Mr. Robertson prepared a draft update of the Personnel Rules and Regulations. Following discussion, Chairman Long requested that Mr. Robertson reorganize the draft to clearly identify proposed new language and proposed deletions. In addition, Chairman Long requested that Mr. Robertson provide an explanation in the side bar comments regarding the source of the proposed addition or deletion. Chairman Long requested that Mr. Robertson provide the draft to the Personnel Sub-Committee at least a week prior to their next meeting to provide adequate time for review.

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Other Business

No additional business was discussed.

Adjourn

Chairman Long requested a motion to adjourn at 6:40 p.m. Ms. Wertheimer made a motion to adjourn. Mr. Hampton seconded the motion. The meeting was adjourned.

Respectfully Submitted,

Michael Long,  
Chairman