



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Thomas F. Cooke - Director of Administrative Services

MINUTES

BOARD OF SELECTMEN

Personnel Sub-Committee

Room 103 – Simsbury Town Hall – 933 Hopmeadow Street, Simsbury

Regular Meeting – September 16, 2015 – 6:00 p.m.

1. Call to Order

The meeting was called to order at 6:02 PM by Personnel Sub-Committee Chairman Chris Kelly. Also in attendance were subcommittee members Sean Askham and Cheryl Cook, Director of Administrative Services Tom Cooke, Deputy Director of Administrative Services Sean Kimball, Library Director Lisa Karim, and Library Board President, Marianne O'Neil.

2. Pledge of Allegiance

All in attendance rose and recited the Pledge of Allegiance.

3. Public Audience

No members of the public spoke at Public Audience.

4. Review of Minutes

- Special Meeting, June 18, 2015
- Special Meeting, July 17, 2015

Committee members reviewed the minutes and made no changes.

5. Approval of Job Description Updates

a) Children Services Librarian

Ms. Karim presented the proposed job description changes for the Children's Librarian position. The changes are necessary to update the position to reflect current practices and modern technology. The position was last updated in 1996. There is no financial impact of these changes as the job will stay in the same pay classification. The president of the CSEA Administrative & Professional Union previously reviewed the changes and had no objections. Mr. Askham made a motion to approve the job description changes. Ms. Cook seconded the motion and it passed unanimously.

b) Library Page

Ms. Karim presented the proposed job description changes for the Library Page position. The changes are necessary to update the position to reflect current practices and modern technology. The position has not been updated in many years. There is no financial impact of these changes

as the job will stay in the same pay classification. This is an unaffiliated position and therefore no union review is required. Mr. Askham made a motion to approve the job description changes. Ms. Cook seconded the motion and it passed unanimously.

6. **Adjourn**

Mr. Askham made a motion to adjourn the meeting. Ms. Cook seconded the motion and it passed unanimously.

The meeting adjourned at 6:11 PM