

PERSONNEL BOARD MINUTES

MEETING MINUTES of the Personnel Board of the Town of Burrillville held Tuesday, June 20, 2023, at 8:30 am, Town Hall, Council Chambers, 105 Harrisville Main Street, Harrisville, RI 02830.

MEMBERS PRESENT: Paul A. MacDonald, Chairman; Robert Tetreault; Charlotte Gabrielson and Tony Wood

OTHERS PRESENT: Carol Folan, Administrative Assistant

CALL TO ORDER: The meeting was called to order at 8:43 am by Paul A. MacDonald, Chairman

APPROVAL OF MINUTES:

- 1) Discussion, consideration and action relative to the May 9, 2023 meeting minutes and dispense with the reading of said minutes.

- a. **MOTION** to approve the May 9, 2023, meeting minutes was made by Robert Tetreault, seconded by Charlotte Gabrielson. Motion carried unanimously.

APPROVAL OF INVOICES /EXPENDITURES:

NEW BUSINESS CONSIDERED AND ACTED ON:

OLD BUSINESS:

- 2) Discussion, consideration and action relative to the paygrade of librarians in Burrillville.

Comparison of Librarian positions was not provided for this meeting. Tabled to the next meeting.

- 3) Discussion, consideration and action relative to updating of job descriptions.

Job descriptions are being reviewed/updated by department heads. A template has been created to use for all job descriptions. Template will be given to directors to follow format. Track changes will be used when changes are made.


CORRESPONDENCE:

ADDITIONAL NEW BUSINESS:

GENERAL DISCUSSION:

ADJOURN: Motion was made by Charlotte Gabrielson to adjourn at 9:22 am, seconded by Robert Tetreault. Motion carried unanimously.


Paul A. MacDonald, Chairman


Date