

## **PERSONNEL BOARD MINUTES**

**MEETING MINUTES** of the Personnel Board of the Town of Burrillville held Tuesday, September 12, 2023, at 8:30 am, Town Hall, Council Chambers, 105 Harrisville Main Street, Harrisville, RI 02830.

**MEMBERS PRESENT:** Robert Tetreault, Charlotte Gabrielson and Tony Wood

**MEMBERS EXCUSED:** Paul A. MacDonald, Chairman, attended meeting at 8:56 am

**OTHERS PRESENT:** Beth Ullucci, Jesse M. Smith Library Director

**CALL TO ORDER:** The meeting was called to order at 8:37 am by Robert Tetreault.

### **APPROVAL OF MINUTES:**

- 1) Discussion, consideration and action relative to the August 8, 2023 meeting minutes and dispense with the reading of said minutes.
  - a. **MOTION** to approve the August 8, 2023, meeting minutes was made by Tony Wood, seconded by Charlotte Gabrielson. Motion carried unanimously.

### **APPROVAL OF INVOICES /EXPENDITURES:**

### **NEW BUSINESS CONSIDERED AND ACTED ON:**

- 2) Discussion, consideration and action relative to restructuring the existing Reference Librarian position into a Head Reference Librarian position at the Jesse Smith Library.

**NOTE:** Paul MacDonald, Chairman attended meeting at 8:56 am.

JMS Library Director updated this position to take some responsibilities away from the Assistant Director position. This is not adding staff. The Head Reference Librarian position will remain under the Supervising Librarian.

- a. **MOTION** to approve Head Reference Librarian job description made by Robert Tetreault and seconded by Charlotte Gabrielson. Motion carried unanimously.
- 3) Discussion, consideration and action relative to update to the Assistant Director job description at the Jesse Smith Library.

JMS Library Director removed some of the responsibilities from this job description and updated the Reference Librarian position. This will allow the Assistant Director to be more available to the Director and the Head Reference Librarian will be in charge of the part-time Librarian Assistant.
- 4) Discussion, consideration and action relative to adding a Building Inspector I and II and Base Wage to the Classification Plan.

Building I or II has been added to the Classification Plan. The Planning Board will put a job description together to present to the Town Manager for review and approval.

- a. **MOTION** to create a job description for Building Inspector I or II based upon the Town Manager's approval made by Robert Tetreault and seconded by Charlotte Gabrielson. Motion carried unanimously.

**OLD BUSINESS:**

- 5) Discussion, consideration and action relative to Financial Aide Testing to update the Eligibility List.

Financial Aid posting and ad was reviewed by the Personnel Board. Personnel Board agreed to administer same test previously given from CPS HR.

**CORRESPONDENCE:**

**ADDITIONAL NEW BUSINESS:**

**GENERAL DISCUSSION:**

**ADJOURN:** Motion was made by Charlotte Gabrielson to adjourn at 9:47 am, seconded by Robert Tetreault. Motion carried unanimously.

Paul A. MacDonald  
Paul A. MacDonald, Chairman

10/10/23  
Date