

**Personnel Committee
Rotary Conference Room
Town Offices
Thursday, October 18, 2018**

Meeting Minutes

Attending the Meeting: Selectboard Committee Members, Laura Asermily, Victor Nuovo and Brian Carpenter. Town Manager Kathleen Ramsay. Library Director Dana Hart. Assistant Town Manager Chris English.

Call to Order. Laura Asermily called the meeting to order at 12 p.m.

Approval of Agenda. Brian Carpenter moved that the Committee approve the agenda as presented. The motion was seconded by Victor Nuovo and approved by the Committee.

Approval of Meeting Minutes of August 9, 2018. Victor Nuovo moved that the Committee approve its Meeting Minutes of August 9, 2018 as presented. The motion was seconded by Brian Carpenter and approved by the Committee.

Dana Hart, Library Director, Request for a New Full-Time Position for FY20: Assistant Librarian II for Adult Services and Circulation. Ilesley Library Dana Hart presented her request for a new full-time Assistant Librarian II position for Adult Services and Circulation for the FY20 budget year. Dana reported that she is proposing the position as a means to close a gap in staffing in Adult Services and Circulation. She noted that the position would report to Adult Services and Technology Librarian Chris Kirby and would allow Chris to focus more of his attention on documented community demand for the development of additional adult programs for the library.

The Committee was receptive to Dana's proposal and advised her to include funding for the position in her draft FY20 budget for further consideration by the full Selectboard in January.

In response to the Committee's request for staff input on the staffing proposal, Assistant Town Manager Chris English noted that other departments may present requests for additional staffing, so, from a process standpoint, he appreciates the Committee's approach to considering the request in the context of the development of the FY20 budget, as the Board evaluates and prioritizes funding available for adding new personnel.

Adjourn. At 12:10 p.m., Brian Carpenter moved that the Committee adjourn and Victor Nuovo seconded the motion, which was approved by the Committee.

Respectfully Submitted,

Kathleen Swington Ramsay
Town Manager