

**Norwood Personnel Board
Regular Meeting - Minutes
February 19, 2014**

The Regular Meeting of the Norwood Personnel Board (PB) was called to order at 7:00 PM on Wednesday, February 19, 2014 in the Finance Commission Meeting Room, located on the 1st floor of Town Hall, by David Hajjar, Chairman.

Present:

David E. Hajjar, chairman
Anne Haley, vice-chair
Willard (Will) Krasnow
Patterson (Pat) Riley
John (Jack) E. Taylor

Other Attendees:

Michelle Pizzi, HR Director
Charlotte Canelli, Library Director

Absent

None

1. Meeting Minutes

a. January 15, 2014 – Regular Meeting

There were 3 minor grammar corrections made based on feedback from PB members.

On a motion by Anne Haley and seconded by Pat Riley, the meeting minutes from the January 15, 2014 Regular Meeting were unanimously approved as corrected.

2. Ann Harrington Reclassification Rating & Summary Sheet

All members that were present during Ann Harrington's Reclassification Appeal hearing last year signed the indicated form for the record.

3. Library Position Description Upgrades [Library Director present]

a. Head Adult and Information Services Librarian

- i. Submitted documentation to change the 'Reference Librarian' to 'Head Adult and Information Services Librarian'.
- ii. Handed out 1-page listing of all positions to go with org chart changes
- iii. Handed out proposed position description for approval by the PB. The PB went through the document and made further changes.
- iv. On a motion by Anne Haley and seconded by Jack Taylor, the PB unanimously approved the updated position description.
- v. On a motion by Pat Riley and seconded by Anne Haley, the PB unanimously approved not to rerate the updated position description. The position will remain at grade L6.
- vi. Charlotte to send Chairman Hajjar the final draft in order for formatting changes to be made for consistency with newly adopted position descriptions.

