

**PERSONNEL BOARD MEETING MINUTES  
MAY 23, 2023**

*Pursuant to Chapter 2 of the Acts of 2023, on March 29, 2023, Governor Maura Healey signed into law An Act Making Appropriations for the Fiscal Year 2023 to Provide for Supplementing Certain Existing Appropriations and for Certain Other Activities and Projects. This Act includes an extension, until March 31, 2025, of the remote meeting provisions. On May 23, 2023, the Personnel Board meeting was conducted via remote participation by the Board.*

**ATTENDANCE AND CALL TO ORDER**

Molly Kean, Assistant Town Administrator/Human Resources Director called the meeting to order at 5:00 p.m. via Zoom Webinar remote participation. Participating were: Personnel Board Chair Douglas Hyde; Personnel Board Vice-Chair Rachel Lipton (until 5:30 PM); Personnel Board Members Lamars Hughes, Celeste Goldkamp and Joan Courtney Murray; Library Director Elizabeth McGovern; Linda Unger, Recording Secretary.

**APPOINTMENTS TO COME BEFORE THE BOARD**

- Elizabeth McGovern, Library Director, addressed the board regarding 5 new or revised Library job descriptions:
  1. Assistant Library Director/Head of Technology and Innovation (ALD/HTI). The newly-created position was developed following the departure of the long-serving Head of Technology Services. The vacancy provided an opportunity to reorganize and reassign some of the functions within the Library. The ALD/HTI job description incorporates strong technology skills and senior leadership abilities and will provide a “strong #2” to assist with Library management and facilitate long-term succession planning. The position is 40 hours per week and will be listed on the Administrative, Technical & Professional (ATP) Compensation Plan. The Head of Technology Services position will be removed from the Library ATP Compensation Plan and some of its functions will be absorbed by other positions.
    - J. Courtney Murray motioned to approve the Assistant Library Director/Head of Technology and Innovation job description as amended; C. Goldkamp seconded. Roll call:

L. Hughes	Aye
J. Courtney Murray	Aye
C. Goldkamp	Aye
D. Hyde	Aye
R. Lipton*	Absent

- C. Goldkamp motioned to place the Assistant Library Director/Head of Technology and Innovation position at Grade 12 on the ATP Compensation Plan; L. Hughes seconded. Roll call:

L. Hughes	Aye
C. Goldkamp	Aye
J. Courtney Murray	Aye
D. Hyde	Aye
R. Lipton*	Absent

\*R. Lipton excused herself from the meeting at 5:30 p.m.

2. Senior Library Assistant. This position keeps the essential functions of the Library Assistant job description and adds new responsibilities, such as, managing, scheduling and training Library Assistants. The position also assumes some of the duties previously performed by the Head of Technology Services. The position is full time at 35 hours per week. The Board reviewed the document and suggested several edits.

- J. Courtney Murray motioned to approve the Senior Library Assistant job description with edits; C. Goldkamp seconded. Roll call:

C. Goldkamp	Aye
J. Courtney Murray	Aye
L. Hughes	Aye
D. Hyde	Aye
R. Lipton	Absent

- J. Courtney Murray motioned to place the Senior Library Assistant position at Grade L-7 on the Library ATP Compensation Plan; L. Hughes seconded. Roll call:

L. Hughes	Aye
C. Goldkamp	Aye
J. Courtney Murray	Aye
D. Hyde	Aye
R. Lipton	Absent

3. A request was made to approve a title change for the Head of Circulation Services job description to Head of Circulation and Material Services. This will more accurately depict the additional responsibilities that migrated from the Head of Technology Services position.

- J. Courtney Murray motioned to approve a title change to Head of Circulation and Material Services and to keep the position at Grade L-10 on the Library ATP Compensation Plan; C. Goldkamp seconded.

Roll call:

C. Goldkamp	Aye
J. Courtney Murray	Aye
L. Hughes	Aye
D. Hyde	Aye
R. Lipton	Absent

4. Library Assistant. The job description was updated to include all variations of Library Assistants, e.g., Children, Technology, Circulation, under one title. Encompassing all facets of Library Assistant roles will allow for more cross training, less regimentation of duties, and, ultimately, greater customer service.

- C. Goldkamp motioned to approve the Library Assistant job description as written and to keep the position at Grade L-5 on the Library ATP Compensation Plan; J. Courtney Murray seconded. Roll call:

J. Courtney Murray	Aye
L. Hughes	Aye
C. Goldkamp	Aye
D. Hyde	Aye
R. Lipton	Absent

5. Programming and Outreach Librarian. The job description reflects duties currently performed by a part-time Reference Librarian. According to the Library Director, the essential functions of this job description remain consistent with a Reference Librarian job description, but there is a section added that contains some duties that are dedicated specifically to programming and outreach work.

- C. Goldkamp motioned to approve the Programming and Outreach Librarian job description as written and to place the position at Grade L-8 on the Library ATP Compensation Plan; J. Courtney Murray seconded. Roll call:

J. Courtney Murray	Aye
L. Hughes	Aye
C. Goldkamp	Aye
D. Hyde	Aye
R. Lipton	Absent

- The next agenda item focused on approval of a job description for Therapeutic Recreation Specialist (TRS) and placement on the ATP Compensation Plan. This is a new position which will manage the adaptive programming and services offered by the Recreation Department. The TRS is similar in education and training to a Youth Services Counselor which is placed at Grade 10 on the ATP Compensation Plan. After discussion of the job description, the Board took the following action:

- C. Goldkamp motioned to approve the Therapeutic Recreation Specialist job description; L. Hughes seconded. Roll call:

L. Hughes	Aye
C. Goldkamp	Aye
J. Courtney Murray	Aye
D. Hyde	Aye
R. Lipton	Absent

- C. Goldkamp motioned to place the Therapeutic Recreation Specialist at Grade 10 on the ATP Compensation Plan; J. Courtney Murray seconded. Roll call:

C. Goldkamp	Aye
J. Courtney Murray	Aye
L. Hughes	Aye
D. Hyde	Aye
R. Lipton	Absent

- Personnel Board meeting minutes from March 27, 2023, were reviewed.
  - L. Hughes motioned to approve the March 27, 2023, meeting minutes as written; J. Courtney Murray seconded. Roll call:

L. Hughes	Aye
C Goldkamp	Aye
J. Courtney Murray	Aye
D. Hyde	Aye
R. Lipton	Absent

**NEXT MEETING:** TBD

**ADJOURNMENT**

- C. Goldkamp motioned to adjourn the meeting at 6:31 p.m.; L. Hughes seconded. Roll call:

J. Courtney Murray	Aye
C. Goldkamp	Aye
L. Hughes	Aye
D. Hyde	Aye
R. Lipton	Absent