

**MINUTES OF THE CHESHIRE TOWN COUNCIL PERSONNEL COMMITTEE
MEETING HELD ON TUESDAY, AUGUST 6, 2019 IN ROOM 115 TOWN HALL,
84 SOUTH MAIN STREET, CHESHIRE CT 06410**

Present

Committee Chairman Thomas Ruocco and members Sylvia Nichols and Peter Talbot.
Staff: Town Manager Sean Kimball; Beth Crowley, Library Director

1. ROLL CALL

Roll was called and a quorum was determined to be present.

2. PLEDGE OF ALLEGIANCE

The group Pledged Allegiance to the Flag.

**3. DISCUSSION AND POSSIBLE ACTION RE: ADULT SERVICES
LIBRARIAN POSITION HOURS.**

Town Manager Kimball explained there is an opportunity to reallocate 20 hours from a recently vacated Adult Services Librarian position to increase two (2) part-time 25-hour Adult Service Librarian positions to full-time, 35 hours per week.

Ms. Crowley stated there are four (4) full-time degreed librarians in the Youth Services Department, but only two (2) degreed librarians in the Adult Services Department. The proposed change would equalize the staffing levels in these departments. The people in these positions are high level employees with management skills, and they could be used in many areas within the library, as needed.

Cheshire Public Library is open 62 hours a week, and from November to March the library is open four (4) hours on Sunday. With the change, two employees will be able to cover the same amount of desk hours that required three part-time employees. Ms. Crowley reported that Cheshire Library recently lost a degreed part-time librarian to a full-time position in Avon CT Library. She noted that retention and recruitment will improve with full-time versus part-time positions. The two (2) part-time people are interested in the full-time positions, and having full-time staff is more efficient and provides flexibility. Ms. Crowley is trying to stay within the library budget with these two (2) positions, and said there will be savings generated.

Ms. Nichols commented on the proposal making sense, and it being easier to manage full-time versus part-time staff, as people are motivated and become committed to their job. She asked if more part-time staff would be needed or positions eliminated.

Ms. Crowley stated the part-time positions will be eliminated, and the full-time staff can assume some of the part-time work. During work hours other degreed staff will fill in as needed. She talked about the difficulty of communicating with part-time staff across the 11.5 hour work day.

The committee was informed by Mr. Kimball that the two (2) positions will be 35 hours per week; benefits contribution of 50%; and \$1,600 projected increase.

Ms. Crowley reported on salary savings due to a position vacancy, and the projected increase would be adjusted with reductions in other lines when the operating budget is created. The combined cost of benefits (adding 10 hours to each position) for both full-time people will be \$3,615.

As a former business owner with part-time staff, Ms. Nichols knows the value of full-time people, and keeping part-time people motivated in their job. Full-time people are more motivated and committed to their jobs.

MOTION by Ms. Nichols; seconded by Mr. Talbot.

MOVED that the Personnel Committee approves and recommends to the full Town Council the reallocation of 20 hours from a vacated Adult Services Librarian in order to increase two (2) 25 hour per week Adult Service Librarian positions to full-time 35 hours per week positions.

Discussion

Ms. Nichols is comfortable with the plan presented as it is budget neutral. Going forward the two (2) positions will have salary increases in the CPL budget.

Ms. Crowley stated her commitment to finding the funds in next year's budget for this investment in the staff that provide the library services.

VOTE The motion passed 2-1; Mr. Ruocco opposed.

4. DISCUSSION RE: TOWN MANAGER'S PERFORMANCE REVIEW (possible Executive Session)

MOTION by Ms. Nichols; seconded by Mr. Talbot.

MOVED that the Personnel Committee enter Executive Session at 6:52 p.m. to include Town Manager Kimball.

VOTE The motion passed unanimously by those present.

MOTION by Ms. Nichols; seconded by Mr. Talbot.

MOVED that the Personnel Committee exit Executive Session at 7:55 p.m.

VOTE The motion passed unanimously by those present.

4. ADJOURNMENT

MOTION by Ms. Nichols; seconded by Ms. Talbot.

MOVED that the committee adjourn the meeting at 7:55 p.m.

VOTE The motion passed unanimously by those present.

Attest:

Marilyn W. Milton, Clerk