



HUMAN RESOURCE BOARD

Town of Chilmark

November 4, 2021 **APPROVED** MEETING MINUTES

Present: Jennie Greene, Chair, Bruce Golden, Don Leopold, Irene Ziebarth, Tim Carroll, Dilly Deblase, Ebba Hierta

Not present: Jim Malkin

Staff: Alison Kisselgof, Administrator

Meeting called to order at 8:32 AM via ZOOM remote platform, Meeting ID 976 3696 9888

Jennie opened the meeting with a moment of silence for former HRB member Max McCreery who passed away the previous week.

Review of revised Adult Programming & Public Relations Coordinator job description:

- Jennie and Tim joined the meeting from the upstairs conference room but had technical difficulty resulting in about 5 minutes of delay in the start of the meeting.
- Irene asked Ebba if the library position is a new position or if it was replacing an existing position.
- Ebba explained that duties of the position were being done by the circulation assistant but that there were many tasks being performed that were not part of the circulation assistant's job description.
- Ebba and the Library Trustees decided it was time to create a better defined year-round, benefited position at 32 hours a week which they felt should be at a higher grade due to the extra tasks involved.
- Ebba offered that the library has excess in the salary budget line due to a decrease in summer staffing this season. The extra in the budget would be enough to fund the salary of the new position.
- Jennie asked if there was an equivalent position in other towns.
- Ebba said that every town but Aquinnah has a separate position for Adult Programming but some combine with other tasks. The Chilmark position would combine with Public Relations Coordinator which includes website updates and social media updates.
- Don asked if there was a way to compare all island libraries for total staff costs.
- Ebba offered that the state publishes circulation statistics in relation to FTE. The library has used this information in the past to compare Chilmark to other island towns. Chilmark has historically had higher circulation transactions per FTE than other towns (closest to Oak Bluffs).
- Don asked how the pandemic has affected circulation – has circulation permanently changed or does Ebba think that it will return to pre-pandemic numbers? Would this have impact on staffing?
- Ebba shared that the library is seeing increased usage in digital materials and that she felt was a permanent change. That being said, Ebba said that people have returned to visiting the library physically and expects that this will continue to be the case.
- Jennie lost connection at this time and the rest of the Board continued the meeting in her absence.
- A motion was made to accept the new position as presented and seconded.
Vote: Bruce – aye, Don – aye, Irene – aye = PASSED
- Ebba asked for a recommendation for a grade and step for the new position which she says requires significantly more skills than the circulation assistant. There are no other similar positions in the Chilmark library to compare.
- Irene suggested that the grade and step of the new position be discussed in the next meeting after the Board has time to review.
- Jennie returned to meeting at this point and the other members relayed what happened in her absence.

Continued Discussion of FY22 Compensation Review:

- Irene and Jennie shared that they have completed their spreadsheets.
- Don said that he had responses from Oak Bluffs, Edgartown and Tisbury but still needs information on the other two towns.



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- Bruce has not heard from Oak Bluffs or Tisbury and asked if Don received all descriptions and could share. Don will forward what he has gotten to Bruce.
- Irene offered that not all towns are needed to proceed.
- A second meeting was discussed to finalize the review and November 17th at 10am was decided on.

Topics Not Anticipated:

- The Board was asked to discuss the treasurer position since Melanie Becker has announced retirement.
- The Board supports the Select Board in changing the treasurer to an appointed position from elected.
- Don offered that the board should consider dual reporting to the Select Board and town manager for the appointed treasurer position.
- Tim asked the board to review the treasurer description and payroll before the town advertises the job.
- Don asked if there were changes since the last time the position was filled.
- Tim said that he felt the description was similar but would like to compare it to other towns with the assistance of a Board member. Jennie volunteered to help Tim with this process.
- A brief conversation about the starting grade and step took place and it was mentioned that an appointed position could allow for hiring someone with more qualifications at a higher step.
- Tim explained that applicants for the elected position would need to be registered voters. Tim has town counsel reviewing whether an interim treasurer would need to be a registered voter as well.
- Tim also mentioned that there had been a discussion regarding adding an administrator position for the accountant and treasurer. He added that this would be the time to change the position's hours and include the admin position if needed. Jennie will interview Melanie regarding the position and possible changes that the outgoing treasurer may suggest.
- The board was asked to review the COLA for FY23 – the formula used to determine COLA came to 3.2% which is higher than the Board's policy of a maximum of 3%.
- A motion was made and seconded to cap the COLA at 3% for FY23. Vote: Bruce – aye, Jennie – aye, Irene – aye (Don was absent at the time of voting) = PASSED
- Irene asked how the recruitment for a new board member was going – Tim responded that there weren't any prospects at the moment.
- Jennie asked if another ad could be placed for the position and Tim said that it would be done.
- The employee representative position was discussed. It was decided that Alison would follow up with Ben Retmier regarding his staff member Jason Blandini, who had interest in the position.
- It was asked whether the next meeting could be in person - Alison will follow up with the Board of Health.

Review and Approval of Draft Meeting Minutes:

- Irene made a motion to accept September 9th meeting notes as presented. The motion was seconded. Vote: Bruce – aye, Jennie – aye, Irene – aye (Don was absent at the time of voting) = PASSED
- Bruce pointed out a grammatical issue in the October 14th minutes and suggested removal of the phrase "would receive."
- Irene made a motion to accept the notes with Bruce's correction. The motion was seconded. Vote: Bruce – aye, Jennie – aye, Irene – aye (Don was absent at the time of voting) = PASSED

Next Possible Meeting: Wednesday, November 17, 2021 at 10 AM

Meeting adjourned at 9:31 AM

Documents: 10/30/21 Email from Don Leopold to Select Board

Minutes Respectfully Submitted: Alison Kisselgof