

Accepted: 5/9/2013

Voted: 2-0-2

MEETING MINUTES OF ASHFIELD PERSONNEL BOARD

Thursday, May 2, 2013

Members Present: Ricki Carroll (finance committee liaison); Beverly Chow; Priscilla Phelps
Absent: Dave DeHerdt, Chair; Paullette Leukhardt (selectboard liaison).

Ricki called the meeting to order at approximately 6:38 PM.

1. Approval of Minutes: Minutes of the April 25, 2013 meeting were discussed, but approval was delayed for the next meeting.
2. Beverly discussed her letter to the Selectboard regarding support for a request to boards and committees to provide descriptions of their responsibilities, including any particular skills it would be beneficial for members to possess.
3. She also reported that ^{Marlene} ~~Maxine~~ Eisenberg will be providing a revised job description for the library director soon.
4. Ricki then requested those present help her go through her folder containing a collection of various versions of the committee's work to date with an eye to elimination of duplicated and outdated materials. In the process, she produced a large folder of job descriptions which were reviewed to determine whether or not any were more current than the ones already on file.
5. We looked at the Conflict of Interest policy version worked on at the previous meeting. Beverly suggested ~~that~~ it might fit well in the Employment Policies section.
6. The agenda for next meeting, May 9, 2013, should begin with the Equal Employment Policy (Appendix A in the PPP currently in use).

There being no other business before the board, a motion was made and seconded to adjourn the meeting. The motion passed unanimously. The meeting adjourned the meeting at approximately 8:30 PM.

Submitted by,

Priscilla Phelps