

PERSONNEL COMMITTEE MEETING  
WEDNESDAY, OCTOBER 12, 2022  
6:00 P.M.  
VIA ZOOM – SEE DETAILS BELOW  
**MINUTES**

**DIRECTORS PRESENT: Denise Clemons, Chair; Tom Errichetti, Member of the Committee and Barbara Rogo**

**LIBRARY STAFF PRESENT: Elaine Braithwaite, City Librarian**

There was discussion regarding the October 11, 2022 email sent by Ms. Braithwaite.  
“Good Morning Denise,

We are in the process of hiring in several areas: Librarian III (Department Head, Burroughs), and several full and part-time Librarians and Library Assistants. Staffing the Beardsley Branch remains a priority.

I had a discussion with Eric Amado to address our outstanding requests.

- We will move forward with the merging of the Library Assistant I & II positions.
- Eric and I agree that a HR Specialist will serve our needs better than a watered-down HR Director position since the specialist would handle HR matters for the library under the guidance and in collaboration with the City's HR Department. Salary around \$70k/yr. (will need budget increase in the personnel budget line.
- A Support Specialist II position has been recommended by the Director of IT and the position will be advertised internally and externally if necessary. I have submitted the position request to the City.
- A Communications Specialist position was not discussed. I think that we can address this position addition after our Marketing Firm is in place and the position is budgeted.
- All new hires are on track to successfully complete their probationary terms.
- With six buildings to repair and maintain we will need one more custodian. I mention this because we are pretty much at our budget limit. adding a HR Specialist, Custodian I and Communications Specialist are positions that will require an increase in the personnel budget line.

Regards,  
Elaine”

- The Personnel Committee approved the posting and hiring of the Support Specialist II position.
- The Personnel Committee requested the weekly schedule from a Branch of the City Librarian’s choice. This weekly schedule should indicate the staff and their position;

along with, the time schedule of each staff member assigned to said Branch. This will be submitted to the Personnel Committee by November 9, 2022.

- An updated Organization Chart inclusive of the Support Specialist II position needs to be submitted.
- Discussion of bullet six of Ms. Braithwaite's email will be continued based on scheduling information received.

Respectfully Submitted,  
Denise L. Clemons,  
Personnel Committee Chair