

Personnel Committee

11-18-22 Meeting Minutes

Members present: Alex Taylor, Chair; Christine Murphy; Susan Collins

Also present: Kathie Olsen, Library Trustee Chair; Jamie Vanderhoop, Treasurer/HR; Rosa Parker, Library Director

Meeting was called to order at 9:08am

Holiday Pay as it Relates to Library Employees – Currently, full time library employees have been orally promised the following: in the event that a holiday falls on a day that the library is regularly closed, full time library employees can take advantage of holiday pay within the month that the holiday falls. Committee needs to address how to move forward, making sure that what is determined is fair and equitable for all town employees. Committee discussed the following potential options: put the practice in the bylaws or end the practice, taking note that certain employees were promised this practice and getting that documented. Jamie noted that the town personnel bylaws are favorable to employees. Library Director’s memo was discussed. Committee discussed how other towns address holiday pay. Committee agreed to work on rewriting bylaw to include this practice, using both the town of Tisbury and West Tisbury’s language as it relates to this practice with modifications that suit Aquinnah (adding language defining the workday and adding “with approval of director”). Any bylaw change would need Town Meeting approval. Committee discussed how this practice would affect budgeting and town services.

After further discussion, Committee requested town counsel guidance on how to legally proceed ensuring that the bylaws are legal and equitable. In the interim, the Committee recommended that the current practice be suspended, honoring retro-pay under legal guidance. Alex motioned to suspend this practice until the Committee hears from counsel; Christine seconded. **Vote: 3-0, motion carried.** Committee will revisit the issue once counsel advice is received. Kathy requested that the Committee keep the Library Board of Trustees in communication. There was brief discussion on where directive lies when it comes to library employees (i.e., Board of Trustees or Town Administrator). Rosa reconfirmed that the practice will be suspended and confirmed that library employees will put in a full day for Thanksgiving as it falls on a day that the library would have been open. Jamie noted that the Board of Trustees have discretion in library hours and could change the hours on the Saturday following Thanksgiving to make up for the holiday pay on Friday.

Adding of Recognized Holidays to List – Alex motioned to strike Columbus Day and add Indigenous Peoples Day, Cranberry Day, and Juneteenth to list of recognized holidays in bylaws; Susan seconded. **Vote: 3-0, motion carried.**

Compensation Plan – Time for re-evaluation of compensation plan (current compensation plan was done approx. 5 years ago). Committee agreed to start the process of a re-evaluation of compensation plan by recommending that the Select Board contact the Collins Center. Committee agreed to keep this matter on their agenda. Jamie noted that the Collins Center offers more assistance outside of compensation plans to Personnel Committees and sent the Collins Center link to the Committee.

With no more discussion, meeting adjourned at 10:05am.

*Respectfully submitted,
Sophia Welch
Board Administrative Assistant*