

RECEIVED FOR RECORD
WATERFORD, CT
2022 JAN 24 PM 2:01
TOWN CLERK

Present: Rik Wells, Chairman
Krum Chuchev
Talivaldis Maidelis
Cathy Patterson
David Peabody

Also Present: Christine Walters, Human Resources Director, Christine Johnson, Library Director

Mr. Maidelis called the January 20, 2022 Personnel Review Board Meeting to order at 6:33pm.

1. Review and approval of the Meeting Minutes of December 16, 2021

MOTION: Mr. Peabody made a Motion to approve the December 16, 2021 Meeting Minutes of the Personnel Review Board. Seconded by Mr. Maidelis. (3-0-1) (Ms. Patterson abstained).

2. Job Description: Information/Reference & Technical Assistant – Children's Services (Waterford Public Library)

Christine Walters, Director of Human Resources, explained the interest of the Library in changing this part-time position into a full-time position by adding technical assistant duties; Ms. Walters introduced Christine Johnson, Library Director, who spoke on behalf of this proposed position. Ms. Johnson stated the library was having a difficult time retaining employees in this much needed position due to the part-time classification. This new full time position has added technical responsibilities including cataloging, classifying and processing children's materials, as well as providing technical support and assisting in staff technology training; the position will remain a non-union position on the Non-Union AS Wage Schedule.; brief discussion took place on software programs used; discussion took place on the 'color vision' requirement/necessity to perform the duties of the position; consensus was to add the word 'preferred' to the color vision requirement.

MOTION: Ms. Patterson made a Motion to approve the Information/Reference & Technical Assistant – Children's Services with 'preferred' added to 'color vision' under Physical Demands/Work Environment. Seconded by Mr. Peabody. (5-0) Unanimous.

MOTION: Mr. Maidelis made a Motion to adjourn the Personnel Review Board Meeting of January 20, 2022 at 6:50pm. Seconded by Ms. Patterson. (5-0) Unanimous.

Respectfully Submitted,



Joan S. Barnes
Recording Secretary