

BETHEL PUBLIC LIBRARY

BOARD OF DIRECTORS

189 Greenwood Avenue, Bethel, CT 06801
203-794-8756 Fax 203-794-8761
www.bethellibrary.com

MINUTES OF SPECIAL MEETING

PERSONNEL COMMITTEE

Friday July 17th 2009

CJH Municipal Center – Meeting Room “A”

Present: Chairman Daniel Gaita, LBOD Chair, Shani Burke Specht, LBOD Directors—Geraldine Mills, Dorathea Gulya-Stasny. Linda Curtis (Via Conference call)
Library Director, Lynn Rosato

Absent: None

Call to order

Chairman Gaita called the meeting to order at 1:01pm

Meeting Agenda

(1) Approval of Minutes

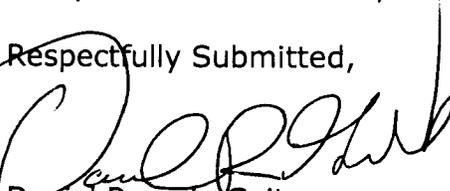
- a. March 23, 2009 **Motion** by Geraldine Mills, seconded by Dorathea Gulya-Stasny to approve minutes with correction by Geraldine Mills noting her presence at the March 23rd 2009 special meeting. Motion unanimously approved.
- b. June 26, 2009 **Motion** by Geraldine Mills, seconded by Linda Curtis to approve minutes with correction by Geraldine Mills noting (1)-a-iii specifying the “Town of Bethel” human resources and “Labor Attorney” in place of “Labor board”. Motion unanimously approved.

(2) Review of Library Director Evaluation Process

- a. **Motion** by Chairman Gaita, seconded by Linda Curtis to present updated library director evaluation process timeline to LBOD for approval and implementation. Motion unanimously approved.

Motion by Chairman Gaita, seconded by Dorathea Gulya-Stasny to adjourn the meeting at 1:05pm. Vote all in favor, motion unanimously approved.

Respectfully Submitted,


Daniel Rosario Gaita,
Chairman, Personnel Committee

RECEIVED

JUL 17 2009

TOWN OF BETHEL
TOWN CLERK

BETHEL PUBLIC LIBRARY

BOARD OF DIRECTORS

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AMENDED

MINUTES OF SPECIAL MEETING PERSONNEL COMMITTEE

Friday June 26th 2009

CJH Municipal Center – Meeting Room “A”

Present: Chairman Daniel Gaita, LBOD Chair, Shani Burke Specht, LBOD Directors—
Geraldine Mills, Dorathea Gulya-Stasny. Linda Curtis (Via Conference call)
Library Director, Lynn Rosato

Absent: None

Call to order

Chairman Gaita called the meeting to order at 1:02pm.

Meeting Agenda

(1) Annual Review of Personnel Policy

- a. Discussion, Section 7(D) to ensure legal language in Library personnel Policies and Procedures matches the existing Bethel Town Personnel Rules and Regulations Ordinance.
 - i. **Motion** by Chairman Gaita, seconded by Geraldine Mills to keep language contained in Section 7 (D.) *"Any employee who has outside employment shall give written notice to the library director explaining the nature and hours of such employment and indicating the name, address, and telephone number of the employer"* In favor, Geraldine Mills, Linda Curtis, Dan Gaita. Dorathea Gulya-Stasny abstained. Motion passed.
 - ii. **Motion** by Linda Curtis, seconded by D. Gaita to provide additional language under Section 8(D) following final paragraph. *"Completion of this introductory period does not guarantee continued employment for any period of time thereafter."* Vote all in favor, motion unanimously approved.
 - iii. **Motion** by Geraldine Mills, seconded by Dorathea Gulya-Stasny to present the personnel committee approved changes in the Personnel Policies and Procedures to Library Board of Directors for final approval

pending review by Town of Bethel human resources and/or Town Labor Attorney. Vote all in favor, motion unanimously approved.

(2) Review of Leadership Enhancement Program

- a. Discussion, to implement a test, anonymous and voluntary Library Director Leadership Enhancement program questionnaire as presented by Chairman Gaita to be completed by full-time library staff with the focus of identifying areas or leadership strengths and areas of potential improvement. Gaita stated the program could be tested once to measure value prior to being considered as part of a future Library Director Evaluation policy.
 - i. **Motion** by Chairman Gaita, seconded by G. Mills to present leadership enhancement program questionnaire to Library Board of Directors for approval to proceed. Vote all in favor, motion unanimously approved.

Motion by Chairman Gaita, seconded by G. Mills to adjourn the meeting at 1:02pm. Vote all in favor, motion unanimously approved.

Respectfully Submitted,



Daniel Rosario Gaita,
Chairman, Personnel Committee