

**MINUTES OF THE PERSONNEL COMMITTEE  
PORTSMOUTH PUBLIC LIBRARY BOARD OF TRUSTEES  
December 17, 2019**

The Personnel Committee of the Portsmouth Public Library Board of Trustees met in an official committee meeting on this date at 12:13 p.m. to discuss 2020 salaries, 2020 educational assistance and staff Personal Days. The following committee member was present: Mrs. Tamela Morton, Chair. Mrs. Kara Tieman, Board President; Mr. Richard Schisler, member; Dr. Charles Kemp, member; Paige Williams, Director; Dylan Markins, Fiscal Officer and Hannah Robinson, Deputy Fiscal Officer were also in attendance.

The Personnel Committee reviewed and recommends to the full board to approve a 1-step or 3% cost-of-living salary increase, effective 12/22/19, for all employees according to the following date of employment chart:

1/1 – 6/30    1 step  
7/1 – 9/30    .5 step  
10/1 – 12/31 0 step

Employee	Grade	Step
<b>1110</b>		
Cottrell, Carolyn	V	12A
Evans, Elizabeth	VI	6
Isaac, Tami	V	13
Markins, Dylan	Set by the Board	
Mirabello, Taryn	VI	3
Robinson, Hannah	VI	4
Spriggs, Acynda	VI	9
Stevenson, Lacy	VI	9
Stevenson, Terry	VII	12
Stump, Jason	VI	11
Suter, Gwen	VI	9A
<b>1120</b>		
Baker, Kristin	VII	7A
Berry, Linda	VII	8
Cowling, Jenny	VII	22
Lavender, Lisa	VI	14
Schultz, Rebecca	VIII	23A
Williams, Paige	Set by the board	
<b>1140</b>		
Billings, Leslie	III	2
Burchett, Jennifer	III	2A
Calver, Richard	III	12
Campbell, Kellie	II	2
Carter, Karen	IV	3
Cowgill, Tonie	III	12
Craft, Keely	IV	3
Freeman, Jodi	III	2
Gilliland, Marjorie	III	3
Grice, Jonathan	III	7
Hinch, Hailey	IV	3
Hoople, Rachel	IV	3
Huffman, Julia	IV	2
Hunter, Cathy	IV	12A
Jacks, Trever	IV	4A
Jacobs, Connor	II	1A
Krebbs, Anne	IV	4A
McKinley, Stefanie	II	2
Moore, Jennifer	IV	3

Pressley, Heather	III	1A
Prosch, Tyler	III	5
Ramsey, Emilia	III	3A
Richardson, Rebecca	II	22
Setty, Kaitlin	IV	3
Siebert, Jean	III	7
Simpson, Julie	III	3
Smith, Michelle	III	1
Storey, Andrew	V	8
Storey, Rosa	IV	2
Summers, Summer	III	3
Warnock, Anna	III	7
Webster, Rhonda	IV	10
Will, Sarah	IV	2A
Wilburn, Santana	III	5
Williams, Katie	IV	4A

**1160**

Beach, Kacy	III	4
Carver, Lindsey	III	10
Joyce, Michael	III	5

**Part-time (1140)**

Colley, Noah	III	1
Fritz, Sharon	III	2
Justice, Mary Lee	II	12
Kelley, Linda	III	5A
Marshall, Shaylee	II	3
Mosley, Timothy	III	2
Nelson, Amy	I	8
Silhavy, Jeanette	III	5A

The Personnel Committee reviewed and recommends to the full board to approve the 2020 educational assistance in the amount of \$3,000.00 per full-time employee who is attending an accredited institution of learning and upon complying with the guidelines set out in Section 505:1 of the Personnel Handbook.

The Personnel Committee reviewed and recommends to the full board to approve one additional Personal Day to be used in 2020 for all full-time and part-time staff. This will be awarded for the significant increase in overall physical circulation of library materials (7.6%) and program attendance in the past 12 months.

There being no further business, on motion duly made and seconded, adjournment was taken at 12:23 p.m.  
Approved this 14<sup>th</sup> day of January, 2020.

  
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Pamela Morton, Chair