

# JONES LIBRARY

NORTH AMHERST LIBRARY • MUNSON MEMORIAL LIBRARY

## NOTICE OF MEETING

Inhabitants of the Town of Amherst:  
You are hereby notified that there will be a meeting of:

**Public Body:** The Jones Library, Inc. Personnel, Planning and Policy Committee

**Date:** Tuesday, March 8, 2022

**Time:** 9-10:00am

**Location:** Zoom Webinar

ADVISORY TO THE PUBLIC: This special Jones Library Personnel, Planning and Policy Committee meeting will occur virtually via ZOOM and will be streamed live here:

You are invited to a Zoom webinar.

When: Mar 8, 2022 09:00 AM Eastern Time (US and Canada)

Topic: Jones Library, Inc. Personnel, Planning, and Policy Committee

Please click the link below to join the webinar:

<https://amherstma.zoom.us/j/81280904060>

Or One tap mobile :

US: +13126266799,,81280904060# or +16468769923,,81280904060#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 646 876 9923 or +1 301 715 8592 or +1 253 215 8782 or +1 346 248 7799 or +1 408 638 0968 or +1 669 900 6833

Webinar ID: 812 8090 4060

International numbers available: <https://amherstma.zoom.us/u/keId3tkevb>

## Meeting Agenda

- I. Call to Order (Welcome, Tamson, Farah, and Sharon!)
- II. **Minutes (2-8-22) \***
- III. Public Comment
- IV. Equity Subcommittee (Cabana) \*
  - o *FY23 Action Plan* (Jones, MM, NAL)
  - o Internship Program (“job description”/cost)
  - o Scholarship Program (“job description”/cost)
- V. Staffing Plans – North Amherst and Jones Library Building Projects (Harbeson) \*
- VI. Library Director Six-Month Evaluation; Evaluation Process \*
- VII. Adjourn

Next meeting: Tuesday, March 22, 2022; 9am

*\*\* Please note that the list of topics in this notice was comprehensive at the time of posting, however the public body may consider and take action on unforeseen matters not specifically named in this notice.*

*\* Indicates Handout(s) will be made available.*

*Red indicates vote required.*

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**Jones Library Personnel, Planning, and Policy Committee**  
**Meeting via Zoom February 8, 2022**

Present: Farah Ameen, Tamson Ely, Director Sharon Sharry

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- I. Meeting called to order at 9 a.m.
- II. Tamson Ely will chair the committee.
- III. No public comment.
- IV. Director's Updated Goals for 2022.
  - A. Approved.
  - B. These will now be forwarded to the full Board for discussion.
- V. Discussion of Personnel updates:
  - A. Sharon provided list of new hires and recent promotions.
  - B. In reference to part time/hourly rates, Sharon's decision to leave them at the step they were before the Town instituted a new wage scale means many got from \$1.50 to \$3 per hour increase. This will cost an additional \$30K which has already been included in the current budget.
  - C. The following positions are currently available: two Shelver positions, Head of Borrower Services, and Head of Branch Services.
  - D. Jennifer Moyston from the Town's HR Department is serving on all Library search committees to help Library staff address equity issues.
- VI. Initial Staffing Plan for North Amherst (NAL) and Jones Library Building Projects:
  - A. NAL is expected to be closed for 3-6 months.
  - B. NAL staff will be moved to Munson Memorial (MM) and some parts of the collection will also be moved to MM.
  - C. MM open hours schedule will increase for the duration of the NAL project.
  - D. During the Jones project, Jones staff will be moved to both the NAL and the MM, and the open hours schedules for both Branches will increase for the duration of the Jones project.
- VII. Equity Subcommittee:
  - A. Library staff interested in having this, especially to consider internships and scholarship opportunities for people of color.
  - B. This subcommittee could also help draft a new Jones Action Plan.
- VIII. Future topics to be discussed by PPP include updated Branch Action Plans and a Disaster Plan.

Meeting adjourned at 9:30 a.m.

## Jones Library Equity Efforts

Updated 2-8-22

*"You can't change your subconscious until you are aware of it." Jade Barker*

### A. Library staff (Antiracism and Equity Collective) accomplishments:

1. Advocated for CW MARS to curate and promote the consortium's antiracist collection.
2. Purchased "Black Lives Matter" banners; hung on front of Jones.
3. Contracted with Healing Racism Institute Pioneer Valley to present two Zoom sessions of book (*So you want to talk about race*) discussions for staff (attendance was mandatory); books purchased from a black-owned business (Olive Tree Books n Voices).
4. Provided two antiracism trainings for the public with Tiffany Jewell (*This book is antiracist*), one for teens and one for caregivers.
5. Established "Black Lives Matter Book of the Week" program alternating children and adult books.
6. Created Spanish language versions of several online forms, including our library card application, library card renewal form, and book bundle request form.
7. Expanded our Wi-Fi Hotspot Lending Program at the Jones Library and introduced Family Wi-Fi Hotspots with longer loan periods at the Munson Memorial and North Amherst libraries.
8. Collaborated with the Survival Center on a cross promotion postcard project and Take & Make craft distribution with Thanksgiving community meal 11/21.
9. Attended the Mobile Market and visited the Mill River, Groff Park, Olympia Oaks, and Butternut Farms (storytimes, storywalks, issuing Library cards) in Summer 2021.
10. Initiated partnership with the Amherst Recreation Department and participated in their Winter Solstice program (storytimes, songs, storywalk) in Winter 2021.
11. Awarded a grant for the Head of Collections and Head of Programming to attend a 5-day workshop at the Yiddish Book Center on the immigration experience and we later ran 4 book discussions on this topic. (The book discussions were last year, the training remains valuable.)
12. Added two new sections to the Adult Paperback collection: LGBT Romance and Urban Fiction (focuses on people of color in financially struggling neighborhoods). Did so after the Head of Collections attending MLS workshop entitled "Cultural Competence: A Collection Development Conversation."
13. Partnered with the schools to provide a 2<sup>nd</sup> grade outreach program that was revised for COVID safety.
14. Provided MCBA reading challenge for all 4<sup>th</sup>-6<sup>th</sup> graders to participate in virtually in 2021, working on offering this program again in 2022. The MCBA books have been a particularly exceptional and diverse collection of nominated titles in 2021/2022.
15. Began a monthly book club at the Arbors Assisted Living Center, at their request, bringing in the materials and group leader.
16. Initiated a monthly book club at the Amherst Senior Center that meets during the day.
17. Obtained a \$13,000 Sharp Grant which will be used to update and increase our adult foreign language collections, particularly our popular Spanish and Chinese language books.

### B. Library staff (Antiracism and Equity Collective) ongoing:

1. Meets two times per month (pre-pandemic... since re-opening we've not been able to keep to a monthly schedule)
2. Distributes weekly equity emails (*Anti Racism Daily*) to Library and Town staff
3. Sponsors a monthly book club called "Understanding Differences" that helps its members expand their social awareness about racism, sexism, homophobia, antisemitism, etc. through books
4. Provides homebound services to the elderly and others who cannot visit the library
5. Helps plan Town's annual Juneteenth celebrations

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6. Makes recommendations via Basecamp to staff about trainings, podcasts, videos, and books on how to be antiracist
- C. Library staff (Antiracism and Equity Collective) in process:
1. Working on diversifying the Jones' workplace (e.g., job descriptions, job posts, interview questions)
  2. Continue to improve Library book displays
  3. Planning a second book discussion for staff (attendance will be optional)
  4. Working on an antiracism classification system for circulating materials
  5. Working on establishing an internship and/or scholarship program at the Jones for local teens/college students of color
  6. Will work with Library Building Project Outreach Committee in making the renovated Library a welcoming place for all
  7. During the Library's construction project, staff will be working outside the Jones for almost two years; this will be a good time to provide off-site programming (i.e., reaching out into the community)
  8. Revising collection development policy Winter 2022
  9. Providing a MCBA reading challenge for all 4<sup>th</sup>-6<sup>th</sup> graders to participate in virtually in 2022
  10. The Head of Collections will be attending a 3-week Library Journal online class in March 2022 entitled "How to Build Diverse Collections." This class was also taken by our Head of Technical Services (prior to her arrival here).
- D. Town staff (Core Equity Team) accomplishments:
1. Joined GARE (i.e., Government Alliance on Race and Equity)
  2. Meets bi-weekly
  3. Held a team retreat
  4. Created a Diversity, Equity and Inclusion Statement for the Town
  5. Established Town equity webpage
  6. Participated in GARE foundations workshop
  7. Reached out to other MA municipalities for examples of Strategic Plans for Racial Equity
  8. Issued a statement in response to recent racist incidents in the country
  9. Proposed to the Town Manager that Town Council, the Town Manager, and the Town's Department Heads be required to participate in equity training
  10. Hired Jade Barker and Cate Woolner from "Columinate: Catalysts for Common Good" in order to help plan a series of antiracism trainings for Town staff and elected officials, including pre- and post-training surveys
- E. Town staff (Core Equity Team) in process:
1. Will work with the Town's DEI Director to help reach the Town's antiracist goals
- F. Staff Diversity
1. The Town/Library has made great strides in advancing its equity goals in terms of new hires. The process begins with editing the job description, making sure the focus is on transferable skills rather than just experience. Once applications are received, each candidate is rated, with one point given for each qualification. Every applicant who self-identifies as a protected class and/or is of two or more races, is guaranteed an interview. For each of our hiring committees, this process has resulted in an exponential

## Jones Library Equity Efforts

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increase in diverse candidates being interviewed. For those applicants not awarded positions, we encourage them to register for the Town’s “Notify Me” service, and to visit weekly the “library jobs” section of the MBLC’s webpage.

2. In 2018, 9% of Jones Library employees self-identified as a protected class or two or more races, and 26% of Amherst’s Employees self-identified as a protected class or two or more races.
3. In 2020, 12% of Jones Library employees self-identify as a protected class or two or more races, and 13% of Amherst’s Employees self-identify as a protected class or two or more races.
4. On 9-23-2021, 11% of Jones Library employees self-identify as a protected class or two or more races, and 17% of Amherst’s Employees self-identify as a protected class or two or more races.
5. On 2-1-2022, 11% of Jones Library employees self-identify as a protected class or two or more races, and 12% of Amherst’s Employees self-identify as a protected class or two or more races.

## Branch Merger Plan during North Amherst Library Construction Project updated 2-23-22

### **Plan for Munson during NAL Construction**

- Use lower level of Munson for circulating NAL items and staff workstation
- Use lower level of Munson for public computers, including printer
- Use Munson Hall to store remaining NAL items in boxes
- Close both branches for 1 week to facilitate move
- Expand open hours to Mon/Wed/Fri 1pm-7pm; Tues/Thu 11am-4pm; Sat 9am-5pm

### **Supply Needs**

- Shelving for circulating collection
  - 12 shelving units (6 shelves per unit @ 36" per shelf); Similar to <https://www.demco.com/demco-reg-mobile-steel-flat-library-shelving-double-faced>
- Boxes for approximately 13,000 items
- Tape, labels, markers, etc.

### **Technology Needs**

- Relocate 1 Staff workstation with phone, receipt printer, and spine label printer from NAL to Munson lower level
- Relocate 4 public workstations from NAL/MM mystery room to Munson lower level
- Printer/Scanner for staff and public in Munson lower level

### **Tasks and Responsibilities**

- Pack books at NAL (branch staff)
- Relocate technology (Hank and Town IT)
- Move books and furniture from NAL to Munson lower level (DPW)
- Install shelving in Munson lower level (DPW? Library Maintenance?)
- Unpack circulating materials and set up lower level at Munson (branch staff)
- Clear NAL basement (DPW)

### **Proposed Timeline**

- Sat, May 21: Branches close at end of day
- May 23-31: Branches closed to pack and move
- Wed, June 1: Munson reopens with expanded hours (Mon/Wed/Fri 1pm-7pm; Tues/Thurs 10am-4pm; Sat 9am-5pm)
- Wed, June 1-end of construction: Munson operates under expanded hours
- After construction: Branches close for a week to pack and move; One week after that, NAL and Munson reopen with regular hours

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## FY22 Library Director Annual Goals Mid-Year Check-In

*Approved February 23, 2022*

### FY22 LIBRARY DIRECTOR ANNUAL GOALS

1. Continue to support the work of the Friends Development Committee including meeting with and informing donors about the Library and reaching their goal of raising \$175,000.

The Friends are not far behind what they had raised last year at this time; they are on track to reach their FY22 goal.

2. Continue to work on the Library's renovation/expansion project, including but not limited to the development of portable programming, securing interim location(s), working on the designs (interior and exterior), and holding community outreach sessions.

The project continues to take-up the bulk of my time. The JLBC, Design, and Outreach committees meet every other week, and the Town is still negotiating a contract with FAA, so work on the schematics has not resumed. Programming continues to be virtual, for the most part, although Conversation Circles is looking to resume in-person this month; much will depend on the mask-mandate being lifted, especially in terms of youth programming.

3. To develop and implement staffing plans, including but not limited to the development of portable programming, for both the North Amherst and Jones Library Building Projects.

A staffing/technology/materials/moving supplies plan for the NAL project has been readied, and will be presented to the Town Manager soon; the status of the Jones project, in terms of interim location(s) and timing, remains unknown.

4. Continue to support the work of the Friends Capital Campaign Committee including meeting with and informing donors about the project and to begin to reach their goal of raising \$5.6 Million.

The Capital Campaign committee is in the process of choosing "officers" and establishing processes, so they will be ready to kick-off the campaign in earnest this year. The Trustees had previously approved almost \$200,000 worth of donations/bequests (Potash, Fotos, Van Steenberg) be earmarked for the Capital Campaign; these funds will soon be transferred.

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5. Continue to work with the Library's staff Equity Collaborative Team and the Town's Equity Core Team in order to build staff and organizational capacity through training for new skills and competencies to advance racial equity with the goal of beginning to update Library policies, procedures, and guidelines, as well as to diversify the Library's workforce.

In addition to the staff's efforts, I have been in touch with Representative Domb about our need for funding for staff equity training and to establish an endowment for both an internship program (for BIPOC high school students) and a scholarship program (for BIPOC college students wanting to study librarianship).

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**BOARD OF TRUSTEE POLICY FOR ANNUAL EVALUATION  
OF LIBRARY DIRECTOR  
AMHERST TOWN LIBRARIES, AMHERST, MASSACHUSETTS**

The annual evaluation of the Director is the formal culmination of a continual process of communication with the Director. The evaluation will be performed in a timely way by the Personnel, Policy, and Planning Committee (PPP) or a subcommittee of the PPP in accordance with the procedures set forth below. The PPP will decide how to solicit input from staff and the public, with approval from the Board. The PPP should provide the opportunity for staff and the public to provide information anonymously as well as by any other methods the PPP chooses to employ. The PPP committee should review the implications of the current Open Meeting law every year. Town Counsel's 2011 responses discussing the Open Meeting Law are attached.

**The Evaluation Calendar**

The Board of Trustees will evaluate the Library Director annually. At the end of the previous evaluation the Board will have approved the evaluation form for the next cycle. The evaluation will be based on the Library Director's job description, Library Director's contract, that year's Library Director goals, and/or other criteria decided by the Board in conjunction with the Library Director at the start of the year being evaluated.

**June:**

- a) Board members will complete an evaluation form supplied by the PPP Committee and return it to the PPP Committee within 2 weeks.
- b) Simultaneously, the Library Director will complete the same form as a self-evaluation. The Director's self-evaluation will include a review of the current year's goals and recommendations for the coming year.
- c) The PPP will solicit input from the staff and from the public with the method(s) approved by the Board. If there is an in-person interview of a bargaining unit staff member, a Union representative may attend. Where responses are anonymous, such forms should indicate basic employment status as context (e.g., full vs. part-time).

**July:** Once all forms are returned to the PPP committee, the committee will generate two documents:

- a) A comparison of the responses from the Board and the Director's self evaluation.
- b) A draft evaluation outlining the Director's strengths and weaknesses.

**August:**

- a) The Board President and at least one member of the PPP Committee will meet with the Director to discuss the draft evaluation. The Library Director may present any comments or concerns back to the PPP Committee in writing in a timely way.
- b) The PPP Committee presents the draft evaluation to the Library Director and the Board at least 2 weeks before the evaluation is to be discussed by the Board. The Library Director may present the Board with a written response to the PPP Committee's evaluation.
- c) Based on all the information it has received during the process, the full Board reviews and amends as necessary the PPP Committee's draft evaluation. The vote to approve the final evaluation will be in a regularly scheduled Board meeting.

**September:**

- a) The final evaluation approved by the Board with any written response by the Library Director will be placed in the Library Director's personnel file.
- b) After the evaluation is completed, the PPP Committee and Director will draft proposed goals for the coming year to present to the Board. The Board will then amend the proposed goals as necessary and approve them. The PPP will use the same evaluation form from year to year unless it recommends a new form to the Board at the start of the new evaluation year and the new form is adopted by the Board.

**March:** Six months after the goals for the year have been approved, the Director and PPP committee will meet to discuss the Director's progress toward their completion. The PPP committee will report the results back to the full Board for consideration of progress, adjustment of next year's goals if necessary, support for the Director where needed and any other appropriate action.

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**Resources**

Below are some resources that Boards may find useful when implementing the evaluation each year:

- "Factors in Evaluating the Director" published in the *Massachusetts Board of Library Commissioners' Trustee Handbook* (see attachment A; also found at [http://mblc.state.ma.us/advisory/trustees/trustees\\_handbook/ch06s07.php](http://mblc.state.ma.us/advisory/trustees/trustees_handbook/ch06s07.php));
- "The Library Director Appraisal Form" (see attachment B; also found at [http://ldb.njstatelib.org/ldb\\_files/imported/Trustees/Library%20Director%20Performance%20Appraisal.pdf](http://ldb.njstatelib.org/ldb_files/imported/Trustees/Library%20Director%20Performance%20Appraisal.pdf)).

*This policy was adopted by the Jones Library Board of Trustees on November 8, 2011.*