

JONES LIBRARY

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ADVISORY TO THE PUBLIC:

Pursuant to Chapter 20 of the Acts of 2021 and extended by Chapters 22 and 107 of the Acts of 2022, this Jones Library Personnel, Planning, and Policy Committee meeting will be conducted via remote means. Members of the public who wish to access the meeting may do so via Zoom or by telephone. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means.

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

Date: Tuesday, March 14, 2023

Time: 9-10:00am

Location: Zoom Webinar

You are invited to a Zoom webinar.

When: Mar 14, 2023 09:00 AM Eastern Time (US and Canada)

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

Please click the link below to join the webinar:

<https://amherstma.zoom.us/j/87946490704>

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Webinar ID: 879 4649 0704

International numbers available: <https://amherstma.zoom.us/j/87946490704>

Meeting Agenda

- I. Call to Order (Welcome, Tamson, Farah, and Sharon!)
- II. **Minutes (1-10-23) ***
- III. Public Comment
- IV. Equity Committee Update
- V. Library Director Six-Month Check-In *
- VI. Adjourn

Next meeting: Monday, April 10, 2023; 9am; Zoom

*** 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 January 10, 2023

Attending: Farah Amen, Tamson Ely, Sharon Sharry

Also Attending: 2 members of the public

- I. Meeting called to order at 9 a.m.
- II. Minutes approved for November 8, 2022.
- III. Public comment on status of all gender restrooms.
- IV. Equity Subcommittee Update:
 - A. Farah reported that a new member, Melissa Giraud, will be joining.
 - B. The Subcommittee met on November 18th and discussed gender inclusion restroom design.
 - C. Alex Lefebvre, representing the Building Committee, attended to discuss the design process and the community survey about the bathroom designs. Alex chairs the Outreach Subcommittee of the Jones Library Building Committee which is seeking community input on various aspects of the inclusive design.
 - D. The Town's website has minutes from the Outreach, Design, and Building Committees.
 - E. The next Equity Subcommittee meeting is Friday, January 13th at 11:30 a.m. and it is hoped Melissa will be able to attend.
- V. The next PPP Meeting is scheduled for Monday, February 13th at 9 a.m.

The meeting was adjourned at 9:11 a.m.

Tamson Ely

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FY23 Library Director Annual Goals Mid-Year Check-In

Updated 3-13-23

FY23 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.

Annual Fund:

- **as of 2/28/23:** \$85,752.28 with a total of 522 gifts (an increase of \$4,437.24 from 32 gifts from the January 31, 2023 report)
- **as of 2/29/22:** \$117,092.66 with a total of 683 gifts (an increase of \$10,559.11 from 107 gifts from the January 31, 2022 report)

Please note that we are mailing an Annual Fund appeal this week; an email component will follow shortly. This mailing happened in mid-February last year.

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 through the Design Development and Construction Documents phases of the project, and holding community outreach sessions.

The project continues to take-up the bulk of my time. We are at the 50% completion mark for Design Development. Landscaping and exterior colors to be decided by mid-April. Interim locations planning is in process. Construction (i.e., a contract with a General Contractor must be signed) must begin by June 30, 2024.

3. To develop staffing plans, including but not limited to the development of portable programming, for the Jones Library Building Project.

To be determined once we have interim locations secured.

4. Continue to support the work of the Friends Capital Campaign Committee, including meeting with and informing donors about the project, and helping the Committee to reach their goal of raising \$14 Million.

The Capital Campaign Committee is full steam ahead; they have reached 66% of their November 2023 goal. These funds will be transferred to the Town once we are certain the project will be completed. The Historic Tax Credit application is in process. An initiative to secure additional funding from the state is in process. The McGovern HUD grant is in process. A plan for bridge funding is in place, if needed.

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5. Continue to work with the Library's Equity, Justice, and Inclusion Subcommittee, the 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.
 - The PPP's Equity, Justice, and Inclusion Subcommittee, which meets monthly, is currently working on creating an *Action Plan* and survey questions for the staff and the public.
 - The Town's Core Equity Team, under the Direction of Pamela Young, participated in this year's National Day of Racial Healing, with one event held for Town employees and one event held for community members.
 - Betsey Dick, Head of Tech Services, attended a webinar about equitable cataloging sponsored by *Library Journal* in fall of 2022. She has also contracted with Baker & Taylor to have our collection analyzed in terms of DEI.
 - Linda Wentworth, Head of Collection, conceived of the idea of a Traveling Book Cart containing adult and children's books as a way of increasing our outreach to underserved communities. Our children's librarian, Mia Cabana, embraced the idea and shared in the work. In September 2022, we brought the cart, filled with books by Puerto Rican authors, to the Puerto Rican Heritage Day celebration on the common. And in October 2022 we brought the cart, filled with books by Latinx authors, to the Latinx Heritage Celebration at Kendrick Park. We hope to attend the town's Martin Luther King celebration in the future, as well as other events and settings.
 - Kids outreach programs have included storytimes alongside the Amherst Mobile Market (October 2022); partnering with the Amherst Survival Center to distribute Take and Make crafts for kids and teens; and school visits to Fort River and the High School as pandemic restrictions lifted in 2022.
 - Addition of new languages to our youth collection: Pashto, Dari, Portuguese, Farsi
 - There is a new Juneteenth holiday section in the Kids Room! We have created a section in our "JHol" room on the 2nd floor for Juneteenth fiction titles.
 - Weekly [Black Lives Matter book recommendations](#), written by staff book selectors and highlighting books from the Adult, YA, and Youth collections. These recommendations have not only benefitted our patrons, but added depth to staff engagement with our collection.

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