

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, May 10, 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: May 10, 2022 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/84503742751>

Or One tap mobile :

US: +16468769923,,84503742751# or +13017158592,,84503742751#

Or Telephone:

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

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

Webinar ID: 845 0374 2751

International numbers available: <https://amherstma.zoom.us/j/84503742751>

Meeting Agenda

- I. Call to Order (Welcome, Tamson, Farah, and Sharon!)
- II. **Minutes (3-22-22; 4-12-22) ***
- III. Public Comment
- IV. **Equity Subcommittee Charge (Cabana) ***
- V. **Mileage Reimbursement ***
- VI. Adjourn

Next meeting: Tuesday, June 14, 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 March 22, 2022

Present: Farah Ameen, Tamson Ely, Sharon Sharry, Mia Cabana

- I. Meeting called to order at 9 a.m.
- II. No public comment.
- III. Minutes to be approved at next meeting.
- IV. Head of Young Adult Service Position
 - a. Will be asking the Town to create a new position.
 - b. Funding for this position is already in the Library's FY23 budget.
 - c. In 2012 when Coordinator of Young Adult Services position was created, Sharon indicated eventually we would need a professional position, Head of Young Adult Services.
 - d. This position would help design the young adult space and services in the renovated and expanded Library.
 - e. Current Coordinator of Young Adult Services, Cecelia Jezek, has served for 3 years.
 - f. Mia Cabana, Head of Youth Services, has tried to help with Young Adult Services. But given her focus on youth, it was hard for her to provide departmental level support for the older demographic of teens and could not add services and programs.
 - g. Documentation included full job description for Head of Youth Services, articles in the local paper about teen use of the Library, and MBLC information on the need for this position statewide.
- V. The committee thanked Mia for all her help over the past few years.
- VI. Meeting adjourned at 9:25 a.m.

Jones Library Personnel, Policy and Planning Committee
Meeting via Zoom April 12, 2022

Present: Farah Ameen, Tamson Ely, Sharon Sharry

Also Present: Betsey Dick, Cyndi Harbeson, Linda Wentworth

- I. Meeting called to order 9:01 a.m.
- II. **Public Comment:** Bob Pam had questions about collection development documents and where any funds from deaccessioned items would go. He also had some concerns about the Equity Justice Charge and the budget for financial stipends.
- III. **Collection Development Policies:**
 - A. Members of the Library staff present here, and also Matt Berube and Mia Cabana, worked for several months reorganizing and rewriting the polices and make them more concise. The goal was to reflect new library formats and a more diverse collection to match the Library's population, as well as to provide a revised request form for Library patrons.
 - B. Special Collections also rewrote a policy which had been in effect since 1999. In the Special Collections Code of Ethics, and after conferring with colleagues in Special Collections and Museums, the accepted practice is that any funds received from the deaccessioning and sale of items is kept within the department and is not used to support the overall intuition's budget. The policy for artwork was also updated, although with minor changes since it was approved in 2004.
 - C. The committee voted to approve all three revised Collection Development Policies and forward them to the Board for its consideration.
- IV. **Director Evaluation Process:** Form was updated to include the Friends as a specific group along with the Trustees, staff, and general public. Form approved to forward to the Board for its consideration.
- V. **Equity Subcommittee Charge:** This will be discussed at the next meeting when Mia Cabana can join us.

Meeting adjourned at 9:40 a.m.

Tamson Ely

April 11, 2022

EQUITY, JUSTICE, AND INCLUSION SUBCOMMITTEE

COMPOSITION

A subcommittee of the Personnel, Planning & Policy Committee (PPP) will be formed to complete the charge outlined. The subcommittee will consist of six (6) voting members. Each member will be recommended by the PPP and appointed by the President of the Board of Trustees for the duration of this working subcommittee.

- One (1) Library Trustee who serves on the PPP
- One (1) Library staff member who serves on the Library Antiracism & Equity Collective
- Four (4) members of the Amherst community, no fewer than three (3) of whom shall represent communities that have been historically marginalized. Appointments shall strive to represent a broad range of the Town's socio-economic diversity. To that end, financial stipends will be provided to support the work of Committee members.
- A member of the Town Diversity, Equity & Inclusion Committee will be invited to participate as a liaison.

PURPOSE

The subcommittee will critically examine, including through the solicitation of community feedback, the policies, procedures, and culture of the Library. The subcommittee will further engage the community to develop and recommend an Equity Framework and Action Plan to guide the implementation of changes at the Library to repair, heal, and renew our institution and seek to assure that the Library serves the community in a manner where diversity thrives, inclusion and belonging is the norm, and equity in all its forms is a guiding principle.

CHARGE

The subcommittee shall, engage the community through outreach to:

- Develop and recommend a draft Equity framework to PPP that will guide the review and creation of policies, planning, and decision making

- Develop and recommend a draft Equity Action plan to the PPP
- Provide recommendations to PPP specific to the Library's Long-Range Plans and annual Action Plans
- Develop and propose a structure or standing subcommittee charge that will enable the Library to carry forward the recommendations of the subcommittee and continue the Library's commitment to equity, justice, and inclusion

REPORTS

A final Equity Framework and Equity Action Plan to the Library Board of Trustees.

1. Should this charge have a time constraint? What budget should be set?
 - “The Community Safety Working Group received \$1,000 for the entire duration of the committee. The CSWG was set to term in June of 2021 but ran till November 2021. And they met weekly. The CSSJC will be stipend, but no set amount has been determined.” – J. Moyston
 - Thus staff recommend a budget of \$1,500. The committee would meet once per month, for 1 hour each meeting, for 18 months. (For the 4 community members, this would equal \$20 per each 1-hour long meeting.)

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May 2, 2022

TO: PPP Committee
FROM: Sharon Sharry
RE: Mileage Reimbursement

I request the Jones Library, Inc. increase mileage reimbursement to staff from \$0.52 per mile to \$0.59 per mile, as this is both the State and Federal rate.

HOW MUCH SHOULD MY EMPLOYER REIMBURSE ME FOR MILEAGE UNDER MASSACHUSETTS LAW

As explained above, Massachusetts law requires employers to reimburse most of their employees for transportation expenses. The amount of the reimbursement is designed to cover various costs associated with travel, including gasoline, insurance, repairs, lease payments, parking fees, and others. The standard reimbursement rate according to the IRS is 58.5 cents per mile in 2022. Most courts recognize that as the proper amount.

IR-2021-251, December 17, 2021

WASHINGTON — The Internal Revenue Service today issued the 2022 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on January 1, 2022, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 58.5 cents per mile driven for business use, up 2.5 cents from the rate for 2021,
- 18 cents per mile driven for medical, or moving purposes for qualified active-duty members of the Armed Forces, up 2 cents from the rate for 2021 and
- 14 cents per mile driven in service of charitable organizations; the rate is set by statute and remains unchanged from 2021.

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