

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, June 14, 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: Jun 14, 2022 09:00 AM Eastern Time (US and Canada)

Topic: Jones Library Personnel, Planning, and Policy Committee

Please click the link below to join the webinar:

<https://amherstma.zoom.us/j/81568196256>

Or One tap mobile :

US: +13017158592,,81568196256# or +13126266799,,81568196256#

Or Telephone:

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

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

Webinar ID: 815 6819 6256

International numbers available: <https://amherstma.zoom.us/u/kkSXcml7b>

Meeting Agenda

- I. Call to Order (Welcome, Tamson, Farah, and Sharon!)
- II. **Minutes (5-10-22) ***
- III. Public Comment
- IV. **Equity Subcommittee Charge (Cabana) ***
- V. Adjourn

Next meeting: Tuesday, July 12, 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.

LEARN • DISCOVER • CONNECT

joneslibrary.org

Jones Library Personnel, Policy and Planning Committee
Meeting via Zoom May 10, 2022 9 a.m.

Attending: Farah Ameen, Tamson Ely, Sharon Sharry

- I. Meeting called to order at 9:00 a.m.
- II. Minutes approved for March 22, 2022 and April 12, 2022.
- III. No public comment.
- IV. Equity Subcommittee Charge: Discussion postponed until June meeting.
- V. Mileage Reimbursement: Sharon presented an updated rate to conform to state and federal rates. Voted to recommend this updated rate to the Board at its next meeting.
- VI. FY22 Library Director Evaluation Forms: Reviewed the forms for Trustees, staff, Friends and Town administrators and the public. Voted to recommend the forms to the Board at its next meeting.
- VII. Meeting adjourned at 9:25 a.m.

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.)