

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: Wednesday, July 27, 2022

Time: 9-10:00am

Location: The Jones Library's Goodwin Room (Top Floor)

Meeting Agenda

- I. Call to Order (Welcome, Tamson, Farah, and Sharon!)
- II. **Minutes (6-14-22) ***
- III. Public Comment
- IV. Equity Subcommittee Formation Process & Forms *
- V. Library Director Annual Evaluation *
- VI. Adjourn

Next meeting: Tuesday, August 9, 2022; 9am; Goodwin Room?

*** 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
June 14, 2022 a.m. Via Zoom

Attending: Farah Ameen, Tamson Ely, Sharon Sharry and guest Mia Cabana

- I. Meeting called to order at 9:03 a.m.
- II. Minutes for May 10, 2022 approved.
- III. No public comment.
- IV. Equity Subcommittee Charge: Mia Cabana shared her vision for the Committee and important features and contributions.
 - A. Committee membership will include one Trustee (Farah will serve), one staff member (possibly Mia), and 4 members of the community. Applications will be developed and the Town will help advertise these community positions.
 - B. The committee members from the public will help guide the Library staff and Library policies, procedures and culture. And help with multi-language signage and input on Library priorities around equity and diversity.
 - C. Committee will also focus on providing teen internships to encourage interest in careers in libraries and to diversify the library profession; also to provide multi-lingual signage and input on Library priorities around equity and diversity.
 - D. Community members will be offered a stipend for their service, following the model of the Town's Community Safety Working Group. Stipends would average \$20/meeting. Estimate for 18 months would be approximately \$1,000 to \$1,500. Sharon indicated that there would be funds within the budget for these stipends.
 - E. Cecelia Jezek, Head of Young Adult Services, is exploring an internship sponsored by an organization in Town which would provide funding for 40 hours. The goal is to attract people of color to librarianship by exposing them to all the facets of work opportunities, especially those behind the public areas.
 - F. The committee voted to recommend the Equity, Justice, and Inclusion Subcommittee charge to the Board at its next meeting.
 - G. The committee thanked Mia for all her hard work on behalf of the planning for this PPP sub-committee and for her service to the Town's Equity Committee.

Meeting adjourned at 9:33.

Tamson Ely

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Jones Library Seeks Equity, Justice, and Inclusion Subcommittee Members

July 12, 2022

The Jones Library Board of Trustees seeks four Amherst residents who represent communities which have been historically marginalized to serve on the Library's newly established *Jones Library Equity, Justice, and Inclusion Subcommittee*.

Under the direction of the Library's Personnel, Planning, and Policy Committee, this 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 **ensure** 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. (Please see attached *Jones Library Equity, Justice, and Inclusion Subcommittee Charge* for more information.)

The Trustees are committed to building a culturally and socioeconomically diverse Subcommittee and strongly encourage applications from all persons **with interest and experience in promoting equity, justice and inclusion**. Appointments shall strive to represent a broad range of the Town's socio-economic diversity and to that end, financial stipends will be provided to support the work of Subcommittee members.

Please submit a letter of interest by Monday, August 1, 2022, 12 **p.m.** to:

Sharon Sharry, Library Director
The Jones Library
43 Amity Street
Amherst, MA 01002
sharrys@joneslibrary.org

Beginning Monday, August 8, 2022, applicants will be interviewed by the Personnel, Planning, and Policy Committee and recommendations will be made to the Board of Trustees for appointment to this Subcommittee.

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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 **ensure** 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.

**Jones Library Equity, Justice, and Inclusion Subcommittee Interview Questions
August/September 2022**

Applicant: _____

Date: _____

(Hand out copies of *Committee Charge*.)

Thank you very much for coming today and for taking the time to submit your letter of interest.

First, we would like to go around the room and introduce ourselves (Farah, Tammy, Mia, Sharon)

We are looking for volunteers who would work with us to critically examine the policies, procedures, and culture of the Library. This Subcommittee will 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 **ensure** 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.

We envision this first stage of our work to last 18 months; we think the Subcommittee will meet monthly, for approximately 1 hour. A financial stipend of \$20 per hour will be provided in exchange for your work.

Let's begin.

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1. Tell us a little about yourself. Do you have special skills/expertise/experience that you believe would be useful to this Committee?

 2. Why did you select this particular volunteer Committee to become involved in? What do you hope to get out of this experience?

 3. What is your vision for an equitable Jones Library?

 4. How do you envision bringing together people to discuss topics such as discrimination, racism, and other types of bias, including toward transgender folks in our community?

5. How do you imagine the Library's Equity work fitting with other efforts in Town (such as CRESS)?

6. What would be the ideal amount of time that you would be able to dedicate to this project?

7. Have you looked at our *Committee Charge*? Is there anything that piques your interest, or motivates you, or concerns you?

8. What would be your first priority when you start working on this Committee?

9. Do you have any questions for us?

Thank you again for meeting with us today.

Once we complete this round of interviews, our team will meet and discuss the candidates and select our top candidates. Ultimately, the President of the Board of Trustees will appoint committee members. We will be in touch.