

JONES LIBRARY

NORTH AMHERST LIBRARY • MUNSON MEMORIAL LIBRARY

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 Justice, Equity, Diversity, and Inclusion Subcommittee 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. Justice, Equity, Diversity, and Inclusion Subcommittee

Date: [Friday, August 11, 2023](#)

Time: [12:30am-1:30pm](#)

Location: Zoom Webinar

You are invited to a Zoom webinar.

When: Aug 11, 2023 12:30 PM Eastern Time (US and Canada)

Topic: The Jones Library, Inc. Justice, Equity, Diversity, and Inclusion Subcommittee

Please click the link below to join the webinar:

<https://amherstma.zoom.us/j/83128496064>

Or One tap mobile :

+13017158592,,83128496064# US (Washington DC)

+13052241968,,83128496064# US

Or Telephone:

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

+1 301 715 8592 US (Washington DC)

Webinar ID: 831 2849 6064

International numbers available: <https://amherstma.zoom.us/j/kcbEs11sSx>

Meeting Agenda

- I. Call to Order (Welcome, Raphael, Ginny, Walter, Melissa, Farah, Mia, & Sharon!)
- II. **Minutes (4-14-23) ***
- III. Public Comment
- IV. Patron Rights Policy *
- V. JEDI Survey *
- VI. Detailed Plan of Action *
- VII. Adjourn

Next meeting: **Friday, September 15, 2023; 12:30am; 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.

LEARN • DISCOVER • CONNECT

joneslibrary.org

JONES LIBRARY

NORTH AMHERST LIBRARY • MUNSON MEMORIAL LIBRARY

Public Body: The Jones Library, Inc. Equity, Justice, and Inclusion Subcommittee

Date: Friday, April 14, 2023

Time: 12:30am-1:30pm

Location: Zoom Webinar

Attending: Melissa Giraud, Raphael Rogers, Walter Lloyd, Farah Ameen, Mia Cabana

Absent: Ginny Hamilton

Also attending: Sharon Sharry and 1 attendee

Meeting Minutes

- I. Call to Order at 12:33pm
- II. Minutes 3-17-23 approved
- III. Disability Pride Month Event Planning for July 2023:
 - The Library will have displays. We are adding new titles to our collection; we already own several of the recommended titles.
 - “Find your voice” is this year’s Summer Reading Program theme.
 - PGO’s can be asked to help advertise.
- IV. Public Comment – none
- V. Subcommittee name change: This subcommittee’s request will be discussed at the Board of Trustees meeting in May.
- VI. Library DEI Survey Questions:
 - We will reach out to Survival Center; CRESS; PGO’s to help with outreach
 - Our first survey will be short, in order to achieve high response rate
 - Multiple choice as well as qualitative questions
 - Questions to revolve around the feeling of belonging
 - Include an introduction – people are thinking about this topic, and so is the Jones.
 - Include our definition of belonging; here is our view, now tell us yours
 - Include our Subcommittee’s goals; what will be used with the responses?
 - Leave a space for additional comments
 - Melissa shared “Othering & Belonging Institute” webpage <https://belonging.berkeley.edu/>
 - Homework assignment: send to Farah your definition of what belonging means to you.
 - In the meantime, Raphael and Melissa will meet to craft a draft survey
- VII. Detailed Plan of Action: Sharon will forward to Subcommittee members the official Charge
- VIII. Adjourn

Next meeting: Friday, June 23, 2023; 12:30am; Zoom

LEARN • DISCOVER • CONNECT

joneslibrary.org

JONES LIBRARY

NORTH AMHERST LIBRARY • MUNSON MEMORIAL LIBRARY

Patron Behavior Policy - DRAFT

Our libraries are for everyone. We invite every member of the community to use and enjoy our facilities, collections, programs, and services. This policy defines expectations for patron behavior so that our libraries operate efficiently and provide a clean, safe, comfortable, and pleasant environment for all patrons. The policy applies everywhere the library provides services: on library property, in the community, and through phone and digital communication.

Library patrons are expected to:

- Be safe
- Be respectful of other patrons, library staff, and library property
- Obey the law
- Comply with requests from library staff

The following behaviors and activities are not allowed:

1. Unsafe or disruptive behavior, as determined by library staff

Any behavior that disrupts normal operations or interferes with the reasonable use of our libraries by other patrons

Examples (including but not limited to):

- Behavior likely to cause personal injury
- Possession of weapons or other objects judged to be dangerous by staff
- Use of hostile or aggressive language or gestures
- Loud talking or disruptive physical behavior
- Using electronic or communication devices in a manner that is disruptive
- Consuming light snacks or beverages in a manner that is disruptive
- Smoking, vaping, or using tobacco products
- Possessing, using, or being under the influence of alcohol, marijuana, or illegal drugs
- Wearing insufficient clothing
- Bodily hygiene or scent so strong as to constitute a nuisance
- Interfering with the free passage of staff or others
- Bringing animals other than service animals into the library, or leaving animals unattended
- Leaving children under the age of 10 unattended; see our [Kids Room Use Policy \(PDF\)](#)
- Leaving personal property unattended

2. Inappropriate use, as determined by library staff

LEARN • DISCOVER • CONNECT

joneslibrary.org

JONES LIBRARY

NORTH AMHERST LIBRARY • MUNSON MEMORIAL LIBRARY

Using library privileges, materials, equipment, fixtures, furniture, buildings, or grounds in any manner other than intended

Examples (including but not limited to):

- Activities inconsistent with normal library uses
- Actions that may result in damage to library property or the property of others
- Posting signs or posters, except in designated areas
- Consuming uncovered beverages or food in excess of light snacks, except in designated areas
- Lying down or reclining on the floor or furniture
- Using restrooms for bathing, shaving, or washing clothes
- Entering areas marked “Staff Only” without permission
- Unauthorized selling, canvassing, or soliciting, except election-related signature gathering in accordance with our [Signature Solicitation Guidelines \(PDF\)](#)

3. Illegal activities

Any observable behavior that is prohibited by law

Examples (including but not limited to):

- Threatening or harassing behavior towards staff or others
- Assaulting staff or others
- Sexual misconduct or harassment
- Selling or using illegal drugs
- Consuming alcohol or possessing an open container of alcohol
- Theft, destruction, or vandalism of library materials or items belonging to staff or others

4. Noncompliance with staff

Ignoring requests or disobeying the direction of a library staff member

Examples (including but not limited to):

- Failing to stop a prohibited behavior when asked to do so
- Failing to leave the library when requested due to violations of library policy

Library staff will intervene to stop prohibited activities and behaviors. Failure to comply with this and any other established library policies could result in restriction of library privileges, immediate removal from the premises or exclusion from the library for a period of one day to one year, or in arrest or prosecution.

Please contact the Library Director if you have questions or concerns about this policy.

Approved by the Board of Trustees November 17, 2006;

Revised April 6, 2007;

Revised April 8, 2008;

LEARN • DISCOVER • CONNECT

joneslibrary.org

JONES LIBRARY

NORTH AMHERST LIBRARY • MUNSON MEMORIAL LIBRARY

Revised August 13, 2010;

Revised March 1, 2011;

Revised May 4, 2017;

Revised August ?, 2023.

LEARN • DISCOVER • CONNECT

joneslibrary.org

The Jones Library, Inc.
Justice, Equity, Diversity, and Inclusion Subcommittee Survey
Updated 5-18-23

Hello! We are The Jones Library's Equity, Justice, Diversity and Inclusion Subcommittee (JEDI), a volunteer committee of stakeholders in the community and the Library system who are charged to:

“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.”

We are at the beginning of our engagement with this work. We would like to start by surveying you, the public and other stakeholders in the Amherst Public Libraries, about your experiences here.

This initial survey is brief and centers on your experience of belonging or not belonging when you visit the Amherst Public Libraries. We are defining belonging to mean feeling safe, considered, represented, included and empowered. We would love to hear your definitions.

1. How consistently do you and your family feel that you belong (you are safe, considered, represented, included and empowered) at the Amherst Public Libraries?
(Scale: Always, Often, Sometimes, Rarely, Never)
2. What are the experiences and elements, specifically, that make you feel you do or do not belong at the Library?
(Longer answer)
3. Do our Library collections represent your interests, cultures, identities, experience?
(Yes, Somewhat, Not at all)
4. What would you like to see more of in our collections?
(Longer Answer)

DEMOGRAPHIC QUESTIONS? TO ASK OR NOT TO ASK? ADDITIONAL QUESTIONS?

5. **With which racial and ethnic groups do you identify? Please check all that apply.**
 - American Indian, Native American, Indigenous, First Nations, or Alaska Native
 - Black or African American
 - East Asian or East Asian American
 - Hispanic, Latino/a/x, Latin American
 - Multiracial, Multiethnic, or Mixed Race
 - Native Hawaiian or Pacific Islander
 - South Asian or South Asian American
 - Southeast Asian or Southeast Asian American
 - SWANA, Middle Eastern, or Arab American
 - White, Caucasian, or European American
 - Other

The Jones Library's Equity, Justice, Diversity and Inclusion Subcommittee (JEDI), a volunteer committee made up of community members and Library staff, has been charged with the task of developing an Equity Framework and Action plan to guide the institution's important work creating a welcoming space where diversity thrives, inclusion is important, and belonging and equity serve as guiding principles. To this end we are looking for feedback from community members to inform this (work). The survey below serves as our initial effort to gather information that will aid us in the creation of the Equity Framework and Action plan. This survey focuses on (Library) *belonging* which we define in the following manner:

Belonging:

The feeling that one belongs. Feeling accepted, appreciated, heard, represented, safe, seen, supported, and welcomed.

1. Based on this definition, how consistently do you, your family, and friends feel that you belong at the Amherst Public Libraries? (include a scale for quantitative results)
2. How do you define belonging?

(To consider: add why the belonging feedback is important to us somewhere?)

Detailed Plan of Action

2-16-23

- I. **Statement:** The Jones Library supports diverse and inclusive collections and collection development practices.
 - A. **Goal:** Be more intentional about purchasing works from underrepresented authors and about underrepresented groups (defined somewhere).
 - 1. **Action Item:** Increase electronic resources relating to DEI by . . .
 - 2. **Action Item:** Work to develop a policy for the browsing collection that ensures substantial purchases of materials from underrepresented authors
 - B. **Goal:** Collaborate with community members on collection development (particular those from historical underrepresented groups) on collection development.
 - 1. **Action Item:** Partner with community partner that work with underrepresented groups to determine strategy to
 - 2. **Action Item:** Identify and prioritize materials of underrepresented groups for new digital collections.
- II. **Statement:** The Jones Library offer programming and exhibitions that embrace diversity, equity and inclusion.
 - A. **Goal:** Ensure diversity of speakers and topics.

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.