

Meeting of the Jones Library, Inc., and the Town Libraries' Board of Trustees
June 22, 2022 9:00 a.m. meeting conducted via Zoom webinar

Members Present: Austin Sarat, Farah Ameen, Alex Lefebvre, Tamson, and Lee Edwards, (Bob Pam – absent)
Also Present: Sharon Sharry, Lewis Mainzer, Kent Faerber, and members of the public and press (1 attendee)

1. Meeting called to order at 9:02 a.m.
2. **MOTION:** To approve the minutes of May 25, 2022. Approved 5-0.
3. Public Comment: None
4. President's Report: incorporated into JLBC report below
5. Committee Reports/Questions for Committees
 - a. Library Building Committee
 - JLBC and two subcommittees very active. Have solicited and received many public comments. Questions working on relative to the project include gender neutral restrooms, revised schematics to have just one elevator, exterior materials used for the addition.
 - 1,781 public comments, 494 unique comments as of 6/18. All slate and brick over slate most popular choices for exterior materials to date.
 - Community Outreach Event with the town and CRESS this Friday between 4:30-6:30 at Rolling Green.
 - Another upcoming virtual meeting on July 6 at 7 pm – like the last event it will be a review of updated schematics that will be presented on 6/24 to Design Committee. Another opportunity for the public to view and provide questions and feedback to carryforward to next JLBC meeting.
 - Toured 3 libraries and videos of the tours are available for viewing. Amendment to the contract with the designer, waiting to sign off on latest contract amendment. The inclusion of a gallery for the Civil War tablets has changed the configuration so that there is an increase in exhibit space and a loss of storage space for Special Collections. At the moment this is around 525 square feet. The space is still being designed but noted the tradeoff of a loss of storage space which may impact ability at some point in the future relative to increasing collection.
 - **MOTION** – In order to take part in Mass Save's "Path 1: Net Zero & Low EUI Buildings Program for Libraries," and to be able to receive incentive payments, to sign a "2022 Memorandum of Understanding" with Mass Save for the expansion and renovation of the Jones Library. Approved 5-0.
 - By entering into MOU there is no contractual obligation. If it were decided to make changes and not qualify, MOU would not bind us, just would not receive the incentives. Met with Eversource and the project qualifies for Path 1 because our EUI goal is 29 – at end of construction \$2/square foot incentive and 1 year post occupancy, track EUI and depending on actual EUI \$1.50/sqft if hit EUI or .75/sqft if higher than 29. Other incentives such as heat pumps for which the project may be eligible. Received a note from Bob Pam that he is very much in favor of this MOU. Trustees entering into MOU because we pay the utility bill.
 - **MOTION:** To approve the source of the \$200,000 match for the Jones Library's Massachusetts Cultural Facilities Fund grant is the \$1,000,000 Community Preservation Act grant which was awarded to the Jones Library, Inc. on April 5, 2021. Approved 5-0.
 - Kent Faerber – MA Cultural Council awarded \$200k grant for a number of aspects of the building that are culturally related including the Special Collections and archives. The grant carries a challenge to match and want the CPA grant to act as the match. MA Cultural Council is willing to accept this as the match for their grant. Does not create a complication for the CPA. Town has been working with us to demonstrate award of grant and using it as the match.
 - Does it make sense to fundraise with the grant match and use the CPA funds as a backstop? Would not receive money until funds are in hand and there is a desire to have the funds in hand now.

b. Buildings and Facilities Committee

- B&F met yesterday. The Town had a groundbreaking ceremony last week on June 15th for the addition of a community room to the building that houses the NAL. Cinda Jones and the Mill District have graciously offered a space to house the library, free of rent, while the Town expands its building to include a new community room and bathroom. The Library will be responsible for the cost of utilities and the supplies for a bathroom in the space at the Mill District.
- The NAL will close to the public at the end of business this Saturday. While the new space at the Mill District will be available for the library to occupy on July 1, the reopening date is not set yet. The library needs shelving to open, and we don't have a date certain for when town will get the shelving or how many shelves we will have in the space. Once the shelving is procured staff can determine what can be put out in the space versus what may need to be stored. Also, Dr. Hank will be on vacation until July 11 and will set up internet and computers upon his return. Stay tuned for a reopening date.
- Once reopened the hours will be the same as they were in the town-owned building. There has been a request for more hours and the offer by community members in North Amherst to volunteer to help expand those hours. At this point in time, hours cannot be expanded (NAL library staff have other jobs which constrain schedule, the need for staff to be in the space, cannot be staffed only by volunteers, town must pay minimum wage – cannot hire volunteers for \$1/hour to call them staff). We would love to be able to utilize volunteers to help expand programming in the space and would like to keep the use of volunteers as an open conversation for the future to look at creative ways to expand hours. We do need to be mindful to have parity between the Munson and NAL.
- Have volunteers been reinstated at the Jones? The restrictions have been dropped for volunteers in the building.

c. Development

- Annual fund still a little under \$140k. doing everything to encourage giving to annual fund and to communicate the difference between the capital campaign and annual fund. Recession and stock market also make issue.
- Capital campaign stats:
 - Individual donors – around \$1.8M in hand/pledges
 - \$200k cultural facilities fund grant awarded
 - CPA grant awarded at \$1M
 - Cash in bank over \$800k
 - Puts total around \$3M
- In silent phase, identifying prospects for larger donations, planning events. Have begun opening conversations with people who can make sizeable gifts.
- What is the status of remitting money to Town? MOU with Town – remit money to town after expenses are deducted. Looking at turning over money annually to town. Expect that will happen in the summer.
- Development Committee – about a dozen people on the committee with considerable experience in fundraising. Also, McGovern, Markey and Warren have identified the Jones for federal grant money, as well as possible options to seek funds from NEH and NEA.
- Matt and Claudia – helping with Beveridge Grant and MA Cultural Council
- Honorary co-chairs have been incredible including introduction to prospective donors.
- The Board would like to express its deep gratitude to the group for their extraordinary work.

d. Budget

- Discussed annual fund potential shortfall and if it would impact budget. Because we started this year in COVID, and continue under COVID, most of our programs have been online and therefore less expensive. The amount raised by Friends to date will cover the budget.

e. Investment

- Market is down, Endowment is down. Have a long-term strategy and should continue on the path of long-term strategy as draws are taken on a 3-year rolling strategy.

f. Personnel, Planning, and Policy

- **MOTION:** To approve the Equity, Justice, and Inclusion Subcommittee Charge as recommended by the PPP. Approved 5-0.
- Has been in the works for many months. Mia Cabana has been instrumental in developing the charge, with staff input. Mia discussed the staff desire to move forward and the importance of having the committee make recommendations for staff. The committee will have 1 Trustee, which Farah has agreed to fill, one staff member, tbd and 4 community members. Stipend of \$20/meeting for community members and anticipate duration would be \$1,500 for which there are funds available. Will interview for the 4 community positions with appointment to be made by Board President.
- Cecilia is looking into getting a funded internship for a youth of color to work in the library. The committee would like to have internships for students and teens of color to encourage librarianship as a profession. Hope is eventually to also have a scholarship for MLS.
- Library and Town will be advertising for the positions. Timeline for having committee up and running is not set yet.

6. Friends of The Jones Library System Report

- Overview of membership, how to become a member of the Friends or a Board Member of Friends. Recruiting membership to the Friends – events such as the golf tournament lead to interest and membership. Discussed varying skill sets required from members for annual fund versus campaign fund.

7. Director's Report

- Thank the Friends for the incredible work they do on behalf of the Library. Incredible appreciation. New Head of Borrower Services, Sean Smith will start on July 5th. There will be a meet and greet that will be scheduled. New Head of Branch Services, Petra Pendroff will start July 11th, meet, and greet will be scheduled. Cecilia Jezek has been promoted as our first ever Head of Young Adult Services. Very exciting to have this position and lucky to have Cecilia. The number of programs they have created, how involved they are in the building project, and the energy they bring to the library – we are very fortunate.
- Summer reading programs have begun – 5 programs, 1 adult, 1 teen, and 1 kid at Jones and one at each of the Branches. Very nice to see families back in the building.
- Kinsey Garden plants that have been route pruned have been tagged but now require watering twice weekly by our staff.
- Special Collections position – working on creating a hiring committee. Committee includes Farah and Jenn Moyston, from Town. Hoping to also have a professor from Amherst College and would like to reach out to one of the curators from UMass who assisted with hiring Cyndi.
 - How do we onboard new employees – process, put together a spreadsheet for every new hire, benefits orientation from Town. Schedule every minute for first 2 weeks spending as much time as they need meeting all department heads and going to branches. After first couple of weeks, department heads meet once a week and very collaborative group.
 - What is being done to ensure we are hiring staff that more closely reflects the makeup of our community and is not so White? – the town and the library have done a complete change in how candidates are hired. Where and how we advertise as changed as well as who is interviewed. Anybody who self-selects from one or more 'race' or protected class will automatically be interviewed. For the library positions that require a MLS, the candidate pool remains very White. We have lots of LGBTQ+ candidates, but still very White. For positions that do not require a MLS, there are many more people of color that are applying today than in the past.
 - Request for a report through PPP of the statistics for hiring, applicant pool, process used to ensure racial equity in application, interviewing and hiring. Maybe equity committee will look at this.

- Look at positions that require MLS and rethink that requirement? Also, the Town is changing structures around promotions so that people coming into positions have the ability to be promoted from within which will also increase our ability to promote people of color into positions that currently require an MLS.

Next meeting scheduled for July 27, 2022 at 9 am.

Meeting adjourned at 10:09 a.m.

Respectfully submitted by Alex Lefebvre