

JONES LIBRARY

NORTH AMHERST LIBRARY • MUNSON MEMORIAL LIBRARY

Meeting Minutes

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)

Attending: Tamson Ely, Farah Ameen, and Sharon Sharry

Also Attending: Jeff Lee

Jeff Lee asked to record the meeting and shared (state) guidelines that specify such recording.

- I. Meeting called to order at 9:09 a.m.
- II. Minutes for June 14, 2022 approved.
- III. Public Comment: Jeff Lee, District 5, said he was curious as to why the Committee chose to meet in person. Director Sharry said she posts meetings, and has to post them 48 hours in advance. The Legislature hadn't approved meeting via Zoom far enough in advance. This is the last in-person meeting for any of the Committees.
- IV. Equity Subcommittee formation process and forms were discussed, including some of the changes in red in the draft document of "interview" questions for community members who wish to serve on this subcommittee. Sharon, Farah, and Tamson agreed that these interviews were going to be more of a conversation. Tamson remarked that other committees, like the Garden Committee, look for specific experience, but in this case, PPP is looking more at a candidate's interest and willingness to serve.
 - Members discussed who should be part of the interview committee. Sharon suggested PPP plus Mia Cabana, or just the PPP committee members (Sharon, Farah, and Tamson) during a posted meeting. Farah questioned whether the Town HR is involved? Sharon said no, just the Trustees on PPP. Farah mentioned that it's intimidating enough to be interviewed by a group of people; making this process public would just heighten that situation. PPP agreed that fewer people interviewing would make more sense. Tammy is happy to have Farah conduct the meetings, so the interviewees could be put at ease. Sharon mentioned that candidates would probably want to interview us, to see if we are worthy of their time. It has to be a good fit for everyone. Final decision: The interviews will be conducted by Sharon and Farah; final candidates would be discussed with Tamson, and then the decisions would be brought to the subsequent Trustees Meeting.
 - Committee discussed changing the application deadline to September 1 because of families' summer schedule—people with children have a lot going on, plus vacations, getting children ready for school, etc. Interviews will be scheduled for the week of September 12; Sharon and Farah will start looking at applications before then.

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- Committee approved application document, which will be sent to Library staff and to the Town (Jennifer Moyston), the school blogs, and various social media platforms to access different avenues.
 - Committee approved interview questionnaire.
- V. Library Director annual evaluation was discussed. All evaluations have been submitted; Tamson says because of her finger/shoulder injury the collation process will be delayed. She will try to present her report to the Board in September, at the earliest.

Meeting adjourned at 9:26 p.m.

Farah Ameen

Next meeting: Tuesday, August 9, 2022; 9am; Zoom

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