

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 Personnel, Planning, and Policy Committee 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. Personnel, Planning and Policy Committee

Date: Monday, May 22, 2023

Time: 9-10:00am

Location: Zoom Webinar

You are invited to a Zoom webinar.

When: May 22, 2023 09:00 AM Eastern Time (US and Canada)

Topic: The Jones Library, Inc. Personnel, Planning, and Policy Committee

Please click the link below to join the webinar:

<https://amherstma.zoom.us/j/88117584121>

Or One tap mobile :

+16469313860,,88117584121# US

+13017158592,,88117584121# US (Washington DC)

Or Telephone:

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

+1 646 931 3860 US

Webinar ID: 881 1758 4121

International numbers available: <https://amherstma.zoom.us/j/88117584121>

Meeting Agenda

- I. Call to Order (Welcome, Tamson, Farah, and Sharon!)
- II. **Minutes (4-10-23) ***
- III. Public Comment
- IV. Equity Subcommittee Update
- V. Library Director Evaluation Forms *
- VI. Adjourn

Next meeting: Monday, June 12, 2023; 9am; 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.

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Jones Library Personnel, Planning, and Policy Committee
Meeting via Zoom April 10, 2023 9 a.m.

Attending: Farah Ameen, Tamson Ely, Sharon Sharry

- I. Meeting called to order at 9:01 a.m.
- II. Minutes for 3-14-23 were approved.
- III. No public comment.
- IV. Equity Subcommittee Update:
 - A. Members discussed possible goals and questions for the planned public survey.
 - B. Farah has talked with Alex about her outreach work, including the design and the list of names and emails she has.
 - C. Motion approved to amend the subcommittee title to include “diversity.” Full title will be “Justice, Equity, Diversity, and Inclusion Subcommittee.” This change was requested by the subcommittee members. The motion will be presented at the next full Board meeting.
- V. Library Director Six-Month Check-in: Sharon provided an update which is a talking points document and is not meant to be formal or exhaustive.
- VI. Meeting adjourned at 9:23 a.m.

Tamson Ely

June 26, 2023

To the Trustees of the Jones Library System:

The Trustees are in the process of gathering information for the Library Director's annual evaluation. As chair of the Personnel, Planning, and Policy Committee (PPP), I invite you to provide us with comments on her performance during the past 12 months (**July 2022-June 2023**).

The PPP will be meeting in **August** to review comments from the staff, public, certain Town employees, and Trustees. Please have your responses submitted to me by **Monday, July 17, 2023** so I will have a chance to review the results before that meeting. We have prepared a customized form for Trustee members (attached), which we encourage you to use.

Comments may be made anonymously; comments will be shared with the Library Director; comment forms are not subject to Public Records Law (i.e. they **will** remain confidential); comments will be incorporated in a summary document which will be discussed during an open meeting (i.e. the summary document **will not** remain confidential).

You may return completed forms to me, Tamson Ely (tamsonely@gmail.com), or mail to

Tamson Ely
26 Middle Street
Amherst, MA 01002

If you wish to respond anonymously, you may return your form to one of the boxes for public response that will be set up. Or, if you prefer, a box will be made available in a more secure area just for the staff, Trustees, and public officials to use.

If you have any questions, or would like more information on the evaluation process, please feel free to contact me at one of the addresses above.

Thank you for your time, and for all the great work you do for our Libraries,

Tamson Ely/Chair of PPP Committee

DRAFT TIMELINE:

- May 22, 2023 PPP approves evaluation forms
- June 13, 2023 Trustees approve evaluation forms
- June 19, 2023 PPP Chair distributes evaluation forms
- July 17, 2023 Completed evaluations due to PPP Chair
- August 8, 2023 PPP approves draft evaluation
- September 20, 2023 Trustees approve evaluation

The Jones Library, Inc.
Library Director Annual Evaluation
Trustee Survey Form – FY23

As part of the Library Director’s annual evaluation, the Board is expected to complete this Survey Form. Please submit comments about her performance in the following areas during the past 12 months **(July 2022 – June 2023)**. Please see attached job description and employment contract for reference.

Comments may be made anonymously; comments will be shared with the Library Director; comment forms are not subject to Public Records Law (i.e., they **will** remain confidential); comments will be incorporated into a summary document which will be discussed during an open meeting (i.e., the summary document **will not** remain confidential).

For the purposes of this document, the evaluation terms shall be defined as:

- Commendable** = Performance surpassing reasonable expectations
- Satisfactory** = Performance meeting reasonable expectations
- Needs improvement** = Performance below reasonable expectations, with improvement likely
- Unsatisfactory** = Performance below reasonable expectations, with improvement unlikely
- Unable to judge** = Insufficient information available for evaluation (Please explain)

STANDARD 1: ORGANIZATION AND PROGRAM MANAGEMENT
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	Commendable	Satisfactory	Needs Improvement	Unsatisfactory	Unable to Judge
Plans and organizes work that carries out policies and goals adopted by the Board and developed by staff.					
Supervises the development of the Library’s collection.					
Supervises the development of the Library’s programming.					
Supervised the operation of the Library during the remote work period.					

COMMENTS:

STANDARD 2: FISCAL MANAGEMENT

	Commendable	Satisfactory	Needs Improvement	Unsatisfactory	Unable to Judge
Plans and organizes the preparation of an annual budget and capital improvement program.					
Plans, organizes and administers the adopted budget.					
Works effectively and cooperatively with Town officials to negotiate budgetary appropriations.					
Works effectively and cooperatively with the Library Trustees to maintain a balanced budget.					

COMMENTS:

STANDARD 3: PHYSICAL PLANT MANAGEMENT

	Commendable	Satisfactory	Needs Improvement	Unsatisfactory	Unable to Judge
Supervises the maintenance of buildings, grounds and equipment.					
Advises the Board on building needs.					

COMMENTS:

STANDARD 4: BOARD RELATIONSHIPS

	Commendable	Satisfactory	Needs Improvement	Unsatisfactory	Unable to Judge
Keeps the Board informed on issues, needs, statistics and operations of the Library.					
Makes recommendations to the Board on items requiring Board action.					
Board decisions are implemented on a timely basis.					

COMMENTS:**STANDARD 5: PERSONNEL MANAGEMENT**

	Commendable	Satisfactory	Needs Improvement	Unsatisfactory	Unable to Judge
Develops and executes sound personnel procedures and practices.					
Fosters a collaborative work environment, teamwork and communication.					
Supported the staff and its work in a remote work environment.					

COMMENTS:

STANDARD 6: COMMUNITY RELATIONSHIPS

	Commendable	Satisfactory	Needs Improvement	Unsatisfactory	Unable to Judge
Gains respect and support of the community on the implementation of Library programs and services.					
Develops cooperative relationships within the community.					
Listens to community concerns.					
Effectively communicates Library services to the public.					

COMMENTS:

STANDARD 7: LONG RANGE PLANNING

	Commendable	Satisfactory	Needs Improvement	Unsatisfactory	Unable to Judge
Conducts or supervises long-range planning and analyses to assist the Board in making plans for Library needs and development in terms of staff, collection, facilities, technology and finances.					

COMMENTS:

STANDARD 8: WORK HABITS AND ATTITUDES

	Commendable	Satisfactory	Needs Improvement	Unsatisfactory	Unable to Judge
Speaks well in front of groups, expressing ideas logically and forthrightly.					
Thinks well on her feet when faced with an unexpected turn of events.					
Organizes work well.					
Meets deadlines.					
Shows initiative.					

COMMENTS:

STANDARD 9: GENERAL EXPECTATIONS

Feel free to comment on strengths or weaknesses in any of the following areas:		Comments
Accessibility Adaptability Advocacy Communication Style Community Spirit Cooperation Creativity Crisis Management Defends Conviction Under Pressure Dependability	Enthusiasm Leadership Listening Skills Motivation Openness to Differing Views/New Information Professionalism Public Speaking Resourcefulness Self-Direction Setting Priorities	

STANDARD 10: APPROVED FY23 ANNUAL GOALS

	Commendable	Satisfactory	Needs Improvement	Unsatisfactory	Unable to Judge
1. Continue to support the work of the Friends Development Committee including meeting with and informing donors about the Library and reaching their goal of raising \$175,000.					
2. Continue to work on the Library’s renovation/expansion project, including but not limited to the development of portable programming, securing interim location(s), working through the Design Development and Construction Documents phases of the project, and holding community outreach sessions.					
3. To develop staffing plans, including but not limited to the development of portable programming, for the Jones Library Building Project.					
4. Continue to support the work of the Friends Capital Campaign Committee, including meeting with and informing donors about the project, and helping the Committee to reach their goal of raising \$14 Million.					
5. Continue to work with the Library’s Equity, Justice, and Inclusion Subcommittee, the staff Equity Collaborative Team, and the Town’s Equity Core Team in order to build staff and organizational capacity through training for new skills and competencies to advance racial equity with the goal of beginning to update Library policies, procedures, and guidelines, as well as to diversify the Library’s workforce.					

COMMENTS:

Name of Person Completing Form (optional):

Date of Evaluation:

Name of Library Director:

SELF EVALUATION

What have been your major accomplishments during this review period?

Have there been any special circumstances that have helped or hindered you in performing your job?

What would you like to see changed in the operation and organization of the Library?

Other Comments:

Review Date:
Employee Signature:
Chair, Board of Trustees Signature:

June 26, 2023

To Amherst Town Manager Paul Bockelman and HR Director Melissa Loiodice-Walker:

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Thank you for your time, and for all the great work you do for our Libraries,

Tamson Ely/Chair of PPP Committee

JONES LIBRARY

NORTH AMHERST LIBRARY • MUNSON MEMORIAL LIBRARY

June 26, 2023

TO: Town Manager;
Human Resources Director

FROM: Jones Library Board of Trustees

RE: Library Director Annual Evaluation

We are in the process of gathering information for the Library Director's annual evaluation. We would appreciate any comments you would like to make about her performance in the following areas during the past 12 months (**July 2022-June 2023**).

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- 1 Commendable
- 2 Satisfactory
- 3 Needs Improvement
- 4 Unsatisfactory
- 5 Unable to Judge

* Relations with Personnel (sound procedures/practices, positive management/staff relations maintained, delegates appropriately, supervises fairly, encourages staff development)

* Relations with Town Staff (gains support, cooperative, listens to concerns, supportive of Town Staff)

* Relations with the Community (helpful, cooperative, collaborative, informative, visible, listens to concerns)

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June 26, 2023

To the staff of the Jones Library System:

The Trustees are in the process of gathering information for the Library Director's annual evaluation. As chair of the Personnel, Planning, and Policy Committee (PPP), I invite you to provide us with comments on her performance during the past 12 months (**July 2022-June 2023**).

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Thank you for your time, and for all the great work you do for our Libraries,

Tamson Ely/Chair of PPP Committee

Staff Questionnaire for Library Director Evaluation FY2023

- Commendable:** Performance surpasses reasonable expectations
Satisfactory: Performance meets reasonable expectations
Needs Improvement: Performance below reasonable expectations; improvement likely
Unsatisfactory: Performance below reasonable expectations; improvement unlikely
Unable to Judge: Insufficient information available for evaluation

	Commendable	Satisfactory	Needs Improvement	Unsatisfactory	Unable to Judge	Comments (use reverse as needed)
Creates environment that makes the Library a good place to work						
Cultivates an enthusiastic and optimistic attitude among staff						
Encourages and practices teamwork						
Treats staff in a professional manner						
Advocates for staff with the public, elected officials, the media, etc.						
Recognizes and acknowledges individual success						
Recognizes and acknowledges departmental success						
Supports a balance between work and personal life						
Encourages, accepts and makes productive use of feedback and suggestions						
Communicates effectively						
Treats all employees fairly						
I can disagree with her without fear of getting in trouble						
Answers questions, returns phone calls, and replies to emails in a timely manner						
Provides opportunities for professional development and learning new skills						

For those who work closely with the Library Director:

Keeps me informed about issues relevant to my Department						
Includes me in decision-making that significantly impacts my Department						

Other thoughts you would like to add:

--

Name of person completing form (optional): Date:

Please check appropriate box: Full-Time Staff Member Part-Time Staff Member

