

PRELIMINARY MINUTES

Portland Library Board of Directors July 21, 2022

Members Present: Margot Chapman, co-chair; Don Eiler; Betsy Graziano; Laurel Steinhauser, co-chair; Jade Richardson via zoom

Others Present: Janet Nocek, Library Director; Maureen Muir, President, Executive Board of the Friends of the Portland Library; Ralph Zampano, Liaison to the Board of Selectman

Members Absent: Myra Finkelstein, Melissa Woodward.

Co-Chair Laurel Steinhauser opened the meeting to order at 7:02 pm

1) Public and Staff Comments

- a) Margot Chapman presented a certificate of appreciation to Laurel Steinhauser for her leadership in the planning and execution toward the success of the Library anniversary event.
- b) Betsy Graziano inquired about the progress of getting a copy of Naji Chester Payne's poem "Libraryland" Laurel reported that he has e-mailed a copy. Some discussion on formatting it to be suitable for framing and finding a location in the library. Laurel will send the copy to Janet.

2) Addition and Approval of the Agenda

Betsy made a motion to approve the agenda; seconded by Don. Vote was unanimous.

3) Review of Minutes of June 16, 2022 regular meeting

Don Eiler made a motion to approve, seconded by Margot Chapman; VOTE: Unanimous AYE

4) Corresponding Secretary's Report

Betsy reported that she contacted the B&D Donor Recognition and received formal order forms and blank leaves to be carved for the donor tree, and ordered 2 small and 2 medium stones (2 of which will be re-carved)

5) Old Business

- a) Community Foundation Grant status: Janet reported that the audio-visual equipment in the Flood Room is up and running; activity for the Kindness grant is planned, including possibly providing ice cream during an outreach program at Chatham Court.
- b) Permanent Library outdoor sign. Don Eiler reported on his exploration of vendors and costs. He described the materials. It was suggested that local persons with artistic and/or design talents could be contacted to design the graphic or logo. Laurel will send around some library logos.
- c) Chatham Court outreach: Jennifer Renk and Janet had met with the PHA Resident Services Coordinator Ms. Kobayashi to discuss services mainly to children at the Chatham Court housing area. There will be survey to determine needs, such as possibly bi-lingual materials. Maureen noted the dates set for two youth library programs are August 8th and 15th.
- d) Story Walk at Riverfront Park: status and funding. Equipment has been rented to prepare the grounds to install the story walk. Nate Foley, Jesse Revicki and Nate Strycharz are working on planning. Nate Strycharz will be beginning the project on August 1. The Library's share of this phase of the project is about \$750, to be taken from the library's equipment rental line.

6) New Business

- a) Goals for 2023

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Janet discussed some of the goals she submitted to the board for this fiscal year. Most had been included in the Long Range Plan that was set to run through this fiscal year. The Town has provided capital funding for security cameras and carpeting the staff area. Some new goals were added as needs and opportunity/funding are becoming available through state and federal programs, to meet community members' needs for broadband adoption. That could include internet access, devices, and/or training for patrons who are challenged to adopt broadband service. Janet has been attending meetings of Partners in Digital Equity and learning about the programs and grants. One of our goals is to determine community needs and we anticipate support for that effort from the partnership group.

- b) Job description – Library Assistant II. The board reviewed the Director's draft that combines both the vacant position and another position at the same level. That would provide for flexibility and cross training. The union bargaining unit will review the description. Laurel suggested changing the opening summary. The incumbent staff member is to be informed by the director of the changes.

Margot asked whether the Board might acknowledge Lynn Gildersleeve's retirement. The members concurred that this is a good thing, and a retirement card will be sent by the Corresponding Secretary.

7) Friends of the Portland Library

- a. A successful **Read & Recycle** book collection took place on 6/25; Maureen reported on the success of the ongoing **Books for the Beach** sale; The Friends support the **Library pass program** and it is receiving good promotion. The Friends and Library are publicizing that the service, in tandem with the state of CT *Summer at the Museum* which provides for free admission for kids and just one adult, can provide for a significantly reduced cost for a family visit to many venues this summer. The Friends continue to support a variety of children's and adult programs. There will be no July meeting of the Friends.

8) Chair's report

The final budget and expenditure for the 125th Anniversary celebration was distributed; we were within the budget.

Laurel will check into whether the anniversary video that is available to view at the library can be linked from the website.

There may not be agenda items for an August meeting; it may be cancelled.

9) Director's report

The Endowment Fund is down 30% according to the June report. Janet will check with Chris Rowling the Fiducient on whether rebalancing or hold the investment funds.

Examples of summer activity for adults: The Library hosted in just 2 days this week, a vaccine clinic, movies, and a paint party

10) No other Discussion

11) Adjournment: Don moved to adjourn the meeting at 8:58 pm

Attached: Portland Library Goals 2022-2023; Draft job description Library Assistant II

Respectfully Submitted by Betsy Graziano

Portland Public Library

Library Assistant II

Classification: Library Assistant II

Position Title: Library Technical Assistant -Formerly Catalog Assistant (30 hours) and Library Acquisitions Clerk (40 hours)

Classification summary: Support staff positions at the difficult level. Duties involve responsible work in assigned department(s) to provide support. The position entails interacting with the public and other staff, in addition to working independently. Provides patron services and support at the public Circulation Desk and has responsibilities primarily in Technical Services; supports other library service departments as assigned.

Objective: To contribute to library provision of quality services in a facility in which patrons are comfortable seeking and finding materials and services. In Technical Services, materials are ordered and processed and library standards for the Integrated Library System's shared databases are met.

Supervision: Works under the Library Director or Departmental Specialist

Summary of duties in Technical Services New items are cataloged as assigned and needed, routed to appropriate staff; items are processed and physically removed from the collection and the corresponding database item records are updated accurately. Special projects in other departments are supported.

Examples of duties in Technical Services

Using the Integrated Library System's application, new item records are updated in the library system database as assigned

Performs elementary cataloging as assigned

Suggests and may develop processes to ensure improvements to workflow

Searches the database to locate MARC records as needed or assigned

Assists in inventory audits as assigned

Summary of duties: Acquisitions

Ordering, receiving, and ensuring the timely initial processing of the majority of items received into the library's physical collections.

Major duties:

Ensures that items are ordered in accord with library procedures, and order records are downloaded or entered into the Library system database

Periodicals are ordered and receipts are recorded;
Periodical item records are entered into the consortium database

Examples of Acquisitions Assistant duties under the Supervision of the Library Director

Works with vendors to resolve issues related to orders
Orders and processes donations of physical materials
Enters expenditures for ordered materials to tracking excel sheet

Examples of Duties and Assignments under the supervision of the Circulation Manger

Support functions include: shelving materials, greeting patrons, telephone greeting; explaining library procedures to patrons;
Maintenance of assigned collection area;
Processes transactions including checkouts and check-ins in accord with library procedures and policies;
Provides back-up to the information desks: direct and refers patrons to other staff as needed
Retrieves returned items from books bins, including the outside book bins as assigned; processing and sorting returned materials before shelving
Works with the Circulation manager to examine issues and to provide possible solutions.

Examples of assignments under the supervision of the Library Director

Participates in staff meetings;
Submits requested reports to the director or department head

Other:

May provide support for outreach & promotion – ex.: displays, flyers; may co-ordinate special exhibits
May provide support for programming as part of a team or as assigned to a department specialist;
Cross-trains as feasible with other Library Assistant(s)

Skills, knowledge, and abilities required:

Ability to understand and follow written and oral directions

Ability to interact with the public in a positive manner; ability to explain procedures and pertinent policies to patrons in a positive manner.

Possesses good listening and speaking skills

Ability and Skills using commonly used computer software

Ability to use the integrated library system

Ability to use MARC records

Knowledge of or ability to learn telephone etiquette

Enthusiasm for reading and familiarity with public library services

Ability to file and read displays by alphabet and decimal numbers and to perform accurate data entry

Ability to operate office equipment including copier, printer, multiple-line telephone system

Ability to understand and act in accord with public library standards and practices e.g. confidentiality

Interest in and ability to update knowledge and skills on an ongoing basis

Minimum Qualifications

Two- years of college or equivalent with coursework in Library Science or LTA certificate; minimum 1 year experience in a public or academic library or public service in a similar environment

Hours and Special Requirements

Works regularly scheduled hours including evenings and Saturdays as assigned.

Good physical condition, with ability to reach 70 inches, bend or crouch to ground level, push a loaded book truck, and lift and carry 25 pounds; ability to read graphics and alphabetic characters on library item labels

Draft Library Assistant-2-REV2

7-21-2022

PORTLAND LIBRARY Goals 2022-2023
Based on Long Range Plan through 2023

LR plan goals and objectives start complete

Goal 1

Objective: Study demographic changes, including age shifts of the community, and the needs of the growing community in light of anticipated new housing.

Goal 1

Review demographic information for trends & service opportuntite research and organize findings for planning purposes Oct-22 Nov-22

NEW: Participate in Partners in Digital Equity

1 Learn the tech connectivity needs of Patrons & plan, ongoing Aug-22

Goal #2. Enhance and expand the visibility of the library in the community.

Goal 2

Develop a Brand methodology including a Logo Planning/Promotion/outreach ? ?

Spanish Language brochure

1 Outreach- adapt and add needed language; have translator ass 22-Jul **Aug-22**

Goal 3

Objective: Support lifelong learning by providing for appropriate services to enrich community members of all ages.

Goal 3

CFMC? Chatham Court programming 1 schedule, promote, Provide Program and snack distribution Aug-22

Goal 3

NEW CFMC grant: Seed library - 1 Grant, adult activity in lieu of makerspace: Aug-22 **Sep-22**

Goal 3

NEW CFMC- adult program, labyrinth or plant related Grant, adult activity Aug-22 **Sep-22**

Objective: Promote safety and security.

Goal 4

Review safety procedures 1 Staff training- schedule present at staff meeting and online Aug-22 **Oct-22**

Goal 4

Capital project: Install security cameras plan; purchasing- Capital Funding available ? May-23

Goal 4

Objective: Ensure patrons are comfortable and confident using library services.

Goal 4

Provide a stand-up catalog * planning/funding and purchasing /Tech Nov-23 Jan-23

Goal 4

update display furnishings- additional needed in adult area 1 planning/funding and purchasing; installing Nov-23 Jan-23

Goal 4

Improve acoustics planning- contracting?/funding and purchasing; installing as feasible ?

Patron orientation - provide an online or video orientation 1 Promotion/Outreach/ Tech 22-Oct 22-Dec

NEW! Capital project: Staff area Carpet install

Work with PW, Finance, clean areas, schedule ? Jun-22

Goal 5

Objective: Strive for equal opportunity of access to information and communication technology for all citizens; provide infrastructure and opportunity to learn and use skills related to online information gathering and necessary communication methods (examples: e-mail, fax, databases for job searching).

Goal 5

Provide workshops on using mobile devices and internet. 1 research, funding, contract, schedule, promote Jul-22 ?

Goal 5

Added activity Provide improved connectivity for users 1 Purchase and circulate devices needed (hotspots, etc ? ?