



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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SIMSBURY BOARD OF SELECTMEN
Regular Meeting – December 18, 2023 – 6:00 p.m.
Main Meeting Room, Simsbury Town Hall

PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

- Participants can address the Board of Selectmen in person at the meeting
- Email townmanager@simsbury-ct.gov by noon on Monday, December 18, 2023 to register to address the Board of Selectmen live through Zoom
- Written comments can be emailed to townmanager@simsbury-ct.gov. Written comments will not be read into the record, but forwarded to all Selectmen via email

FIRST SELECTMAN'S REPORT

TOWN MANAGER'S REPORT

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

- a) Personnel
- b) Finance
- c) Public Safety
- d) Board of Education

CONSENT AGENDA

- a) Tax Refund Requests
- b) Donation from Ron Perry to the Police Department
- c) Acceptance and Appropriation of Funds for the Connecticut Office of the Secretary of the State Grant
- d) Proposed Appointments and Reappointments to Various Boards and Commissions
- e) Minutes of December 4, 2023 Regular Meeting

SELECTMEN ACTION

- a) Proposed Revisions to the Adult Services Librarian Job Description

EXECUTIVE SESSION

- a) Pursuant to General Statutes Section 1-200(6)(B): Attorney Client Privilege

ADJOURN



Town of Simsbury

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BOARD OF SELECTMEN MEETING CONSENT AGENDA SUBMISSION FORM

1. **Title of Submission:** Tax Refund Requests
2. **Date of Board Meeting:** December 18, 2023
3. **Individual or Entity Making the Submission:**
Lee C. Erdmann, Interim Town Manager; Colleen O'Connor, Tax Collector
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports approving the tax refunds as presented, the following motion is in order:

Move, effective December 18, 2023, to approve the presented tax refunds in the amount of \$1,732.36, and to authorize Interim Town Manager, Lee C. Erdmann, to execute the tax refunds.

5. **Summary of Submission:**
Tax refunds need to be issued from time to time for motor vehicles, real property, and personal property. Some of the most common reasons tax refunds need to be issued for motor vehicles include: sale of the vehicle; the vehicle is destroyed; the vehicle is donated; the owner has moved out of state; or, the owner has successfully appealed the taxes. Real estate refunds are typically due to the fact that during the sale or refinancing of a property, both a bank and an attorney's office have paid taxes owed, resulting in an overpayment to the Town. Overpayments of personal property taxes are rare; often overpayments of personal property are due to a person or entity forgetting that they paid in full in July, then also sending the January installment.

In a legal opinion from the Town Attorney dated May 22, 2001, he stated that CGS §12-129 "requires that all applications for tax refunds be referred to the Board (of Selectmen) for their consideration and action." Once approved by the Board of Selectmen, the Town Manager will sign off on tax refund applications. As a reminder, the Tax Collector's Office is responsible for collecting revenue for the Fire District pursuant to Special Act #264 of the Legislature in 1945. However, tax refunds for the Fire District are not under the jurisdiction of nor approved by the Board of Selectmen and are therefore not included in the requested tax refunds presented.

6. **Financial Impact:**
The aggregate amount of all tax refunds as presented is \$1,732.36 The attachment dated December 18, 2023 has a detailed listing of all requested tax refunds.
7. **Description of Documents Included with Submission:**
 - a) Requested Tax Refunds, dated December 18, 2023

REQUESTED TAX REFUNDS
DECEMBER 18, 2023

	BILL NUMBER	TAX	FIRE	INTEREST	TOTAL
List 2021					
Toyota Lease Trust	21-3-68741	\$72.80	\$2.40		\$75.20
Toyota Lease Trust	21-3-68806	\$82.25	\$2.54		\$84.79
Ward Ivo C	21-3-69854	\$5.07	\$0.15		\$5.22
Total 2021					
		\$160.12	\$5.09		\$165.21
List 2022					
Meyers Sappinton LLC	22-1-2392	\$126.70			\$126.70
CCAP Auto Lease LTD	22-3-52991	\$284.69	\$9.24		\$293.93
Law Office of Michael Chambers	22-01-5193	\$112.04			\$112.04
Coburn Carol M	22-3-53456	\$13.90	\$0.45		\$14.35
Enterprise FM Trust	22-3-55591	\$514.54	\$16.69		\$531.23
Gonzalez, Nadine	22-3-57137	\$111.93	\$3.63		\$115.56
Honda Lease Trust	22-3-58455	\$57.05	\$1.85		\$58.90
Honda Lease Trust	22-3-58551	\$71.99	\$2.34		\$74.33
Prete, Mark R	22-3-65398	\$57.31	\$0.00		\$57.31
Scully, Mark & Inke	22-3-67255	\$30.02	\$0.97		\$30.99
Ward Ivo C	22-3-70355	\$60.41	\$1.96		\$62.37
Williams, Michael J	22-3-70783	\$131.66	\$4.27		\$135.93
Total 2022					
		\$1,572.24	\$41.40		\$1,613.64
TOTAL 2021					
		\$160.12	\$5.09		\$165.21
TOTAL 2022					
		\$1,572.24	\$41.40		\$1,613.64
TOTAL ALL YEARS					
		\$1,732.36	\$46.49		\$1,778.85



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SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING CONSENT AGENDA SUBMISSION FORM

1. **Title of Submission:** Donation from Ron Perry to the Police Department

2. **Date of Board Meeting:** December 18, 2023

3. **Individual or Entity Making the Submission:**
Lee C. Erdmann, Town Manager; Nicholas Boulter, Chief of Police

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports acceptance of the donation from Ron Perry, the following motion is in order:

Move, effective December 18, 2023, to accept the monetary donation of \$5,000 from Ron Perry for use by the Police Department.

5. **Summary of Submission:**
Mr. Ron Perry has reached out to the Police Chief and expressed his desire to donate \$5,000 to the Simsbury Police Department to be used at the discretion of the Chief.

Chapter 100 of our Code of Ordinances, "Gift Policy," requires that monetary donations over \$1,500 be accepted by the Board of Selectmen.

6. **Financial Impact:**
The funds would be deposited into the Police Department's Community Policing Fund, which is used for supporting programs such as Project Lifesaver, the Junior Police Academy, Women's Self Defense and more.

7. **Description of Documents Included with Submission:**
None




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BOARD OF SELECTMEN MEETING CONSENT AGENDA SUBMISSION FORM

1. **Title of Submission:** Acceptance and Appropriation of Funds for the Connecticut Office of the Secretary of the State Grant
2. **Date of Board Meeting:** December 18, 2023
3. **Individual or Entity Making the Submission:**
Lee C. Erdmann, Interim Town Manager; Susan Salina, Republican Registrar of Voters;
Karen Cortes, Democratic Registrar of Voters

4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen supports accepting the grant funds from the Office of the Secretary of the State to support Early Voting, the following motion is in order:

*Move, effective December 18, 2023, to accept the grant funds from the Office of the Secretary of the State to support Early Voting and to authorize Interim Town Manager, Lee C. Erdmann to execute all documents related to the grant award.
Further move to appropriate the grants funds, if awarded, and recommend said appropriation to the Board of Finance.*
5. **Summary of Submission:**
The Town of Simsbury was awarded a grant, pursuant to Public Act 23-204, for costs related to implementing and conducting early voting. The Town intends to utilize the grant funds for expenses incurred related to the increase of 25 days of voting.
6. **Financial Impact:**
The grant award is in the amount of \$10,500.
7. **Description of Documents Included with Submission:**
 - a) Office of the Secretary of the State Early Voting Grant Agreement



Office of the Secretary of the State

State of Connecticut
165 Capitol Avenue, Suite 1000
P.O. Box 150470, Hartford, CT 06115-0470

Stephanie Thomas
Secretary of the State

Jacqueline A. Kozin
Deputy Secretary of the State

Municipality Name: Simsbury

1 December 2023

Address: 933 Hopmeadow Street, Simsbury, CT 06070

Pursuant to Public Act 23-204, the Connecticut Secretary of the State will provide a grant in the amount of \$10,500 to each municipality for costs related to implementing and conducting early voting.

The Secretary of the State will distribute the grants starting in January 2024, contingent on municipalities detailing their intended use of the funds and returning this signed agreement. This funding is provided as a sub-recipient, one-time grant.

Please note:

- Acceptable utilization of funds includes costs directly tied to changes necessary to implement early voting; examples include but are not limited to labor costs, printing costs, location-related expenses, voter education, or equipment and supplies.
- Funds are to be fully expended by December 31, 2024
- Prior to January 31, 2025, your town must report expenditures to the Office of the Secretary of State. Reports must include backup information such as a ledger report from your financial system or copies of purchase orders and invoices.
- If funds are not fully utilized prior to December 31, 2024, contact the Office of the Connecticut Secretary of the State at mss@ct.gov to request an extension on utilization, including intended use of remaining funding.
- By accepting funds, the town agrees that it will comply with applicable public auditing requirements, in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes.
- By accepting funds, the town agrees that it is compliant with all applicable state and federal non-discrimination laws.

By signing below, I agree to the information above. Please keep a copy for your records.

My town intends to utilize funds for:

Personnel expenses for the increase of 25 days of voting

Authorized town official signature:

Richard Edmann

Authorized town official title:

Interim Town Manager

Date:

12-07-23

Registrar signature:

Don

Registrar signature:

Karen E. [Signature]

Please return as soon as possible via email to mss@ct.gov, but no later than 12/31/23.

Secretary of the State* ☎860-509-6200 🌐www.portal.ct.gov/sots

Business Services Division ☎860-509-6002 ✉bsd@ct.gov Legislation & Election Administration Division ☎860-509-6100 ✉lead@ct.gov

*The State of Connecticut is an Affirmative Action/Equal Opportunity Employer.



Town of Simsbury

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SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING CONSENT AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Appointments and Reappointments to Various Boards and Commissions

2. **Date of Board Meeting:** December 18, 2023

3. **Individual or Entity Making the Submission:**
Lee C. Erdmann, Interim Town Manager; Trish Munroe, Town Clerk

4. **Action Requested of the Board of Selectmen:**

The Town Clerk has received from the Republican Town Committee the following recommendations for appointments and reappointments to various Boards and Commissions. If the Board of Selectmen supports the recommendations as presented, the following motions are in order:

Move, effective December 18, 2023, to re-appoint:

Lucian Dragulski (R), John Salvatore (R) and Mike Eagan (R) as Regular Members of the Public Building Committee with terms ending January 1, 2028.

Kathryn (Kate) Robbins (U) as a Regular Member of the Aging & Disability Commission with a term ending January 1, 2028.

Mary Henault (U) as an Alternate Member of the Aging & Disability Commission with a term ending January 1, 2026.

Jacques Brignac (R) and Edward Kelly (R) as Regular Members of the Water Pollution Control Authority with terms ending January 1, 2028.

Karen Cordner (U) as an At-Large Member of the Open Space Committee with a term ending December 1, 2025.

Move, effective December 18, 2023, to appoint:

Scott Barnett (R) as an Alternate Member of the Board of Assessment Appeals with a term ending December 1, 2025.

Anne Erickson (R) as a Regular Member of the Library Board of Trustees with a term ending December 1, 2025.

Colleen Yates (R) as a Regular Member of the Library Board of Trustees with a term ending December 1, 2025.

Julie Eaton (R) as a Regular Member of the Planning Commission with a term ending December 1, 2025.

Angel Goldman (R) as an Alternate Member of the Planning Commission until December 1, 2025.

Jackie Battos (R) as an Alternate Member of the Zoning Commission until December 1, 2025.

Stacey Walczak (R) as an Alternate Member of the Zoning Board of Appeals until December 1, 2025.

5. Summary of Submission:

The Town Clerk has received from the Republican Town Committee the following recommendations for appointments:

1. Scott Barnett (R) as an Alternate Member of the Board of Assessment Appeals. The appointee will fill the vacancy created by the resignation of Shannon Shinskie (R) from this position effective June 28, 2023. The appointee will serve until December 1, 2025, which is the end of the 4-year term (co-terminus with Regular Member Sean Brittell (R)).
2. Anne Erickson (R) as a Regular Member of the Library Board of Trustees. The appointee will serve until December 1, 2025, which is the 2-year vacancy of the original term that was not filled at the November 7, 2023 municipal election.
3. Colleen Yates (R) as a Regular Member of the Library Board of Trustees. The appointee will serve until December 1, 2025, which is the 2-year vacancy of the original term that was not filled at the November 7, 2023 municipal election.
4. Julie Eaton (R) as a Regular Member of the Planning Commission to fill a 2-year vacancy of the original term that was not filled at the November 7, 2023 municipal election. The appointee will serve until the term ends on December 1, 2025.
5. Angel Goldman (R) as an Alternate Member of the Planning Commission to fill the vacancy in the 4-year term which was not filled at the November 7, 2023 Municipal Election. Although the 4-year term ends December 6, 2027, per our Charter, the appointee may only serve until December 1, 2025, which is date the newly elected member will begin serving the remainder of the term.
6. Jackie Battos (R) as an Alternate Member of the Zoning Commission to fill the vacancy in the 4-year term which was not filled at the November 7, 2023 Municipal Election. Although the 4-year term ends December 6, 2027, per our Charter, the appointee may only serve until December 1, 2025, which is date the newly elected member will begin serving the remainder of the term.
7. Stacey Walczak (R) as an Alternate Member of the Zoning Board of Appeals to fill the vacancy in the 4-year term which was not filled at the November 7, 2023 Municipal Election. Although the 4-year term ends December 6, 2027, per our

Charter, the appointee may only serve until December 1, 2025, which is the date the newly elected member will begin serving the remainder of the term.

6. Financial Impact:

None

7. Description of Documents Included with Submission:

None

CALL TO ORDER

The Regular Meeting of the Board of Selectmen was called to order at 7:00 p.m. at Eno Memorial Hall, 754 Hopmeadow Street, Simsbury CT 06070. Present were: First Selectman Wendy Mackstutis; Deputy First Selectman Steven Antonio, Board members Curtis Looney, Heather Goetz, Diana Yeisley and Kevin Beal. Others in attendance included: Interim Town Manager Lee C. Erdmann and Acting Deputy Town Manager Tom Fitzgerald, incoming Town Manager Marc Nelson and other interested parties.

PLEDGE

Everyone stood for the Pledge of Allegiance.

PUBLIC AUDIENCE

- **Participants can address the Board of Selectmen in person at the meeting**
- **Written comments can be emailed to townmnaager@simsbury-ct.gov. Written comments will not be read into the record, but will be forwarded to all Selectmen via e-mail**

Joan Coe, 26 Whitcomb Drive, spoke about how she thinks the new Board of Selectmen should act with respect and good judgement when serving the Town residents. She also spoke about other issues.

FIRST SELECTMEN'S REPORT

Ms. Mackstutis, First Selectman, had no report at this time.

TOWN MANAGER'S REPORT

Mr. Erdmann, Interim Town Manager, reviewed his Town Manager's report.

SELECTMEN LIAISON AND SUB-COMMITTEE REPORTS

- Personnel** – Ms. Mackstutis said she and some town staff will review the compensation study on Friday.
- Finance** – no report at this time.
- Public Safety** – no report at this time.
- Board of Education** – no report at this time.

SELECTMEN ACTION

a) Appointment of Deputy First Selectman (10:25)

No action is required by the Board of Selectmen according to Chapter IV Section 411 of the Town of Simsbury Charter. Therefore, Ms. Mackstutis appointed Mr. Antonio as Deputy First Selectman. She went through some of Mr. Antonio's qualifications for the Board.

b) Board of Selectmen Rules and Procedures (24:56)

Ms. Mackstutis said the rules and procedures are reviewed every two years. Franklyn Barrueco in the Town Manager's Office drafted an updated version, and the changes made are highlighted in the Board's packets. She

said there was a new section on decorum and standards of conduct at meetings which are guidance for the Board and public. Mr. Beal spoke about the decorum. He'd like items 5, 6 & 7 to say "members of the public" like in items 1, 2 & 3.

Ms. Mackstutis noted that there is also a new Consent Agenda for items that do not require discussion like tax refunds or regular grants, which will be moved out of the regular agenda. The Board can always move things back onto the regular agenda if they want items discussed.

Ms. Goetz asked about adding agenda items. Ms. Mackstutis said this could be changed to "except for an emergency action will not be taken. There was also some discussion on the 5-minute rule and signing up to speak. The 20-minutes is just a guideline.

Ms. Goetz made a motion, effective December 4, 2023, to approve the proposed Board of Selectmen Rules and Procedures with the changes made tonight. Ms. Yeisley seconded the motion. All were in favor and the motion passed.

c) Board of Selectmen 2024 Regular Meeting Schedule (26:27)

Mr. Beal made a motion, effective December 4, 2023, to approve the Board of Selectmen 2024 Regular Meeting Schedule as presented. Mr. Looney seconded the motion. All were in favor and the motion passed.

d) First Selectmen Appointments of Boards, Commissions and Committees Liaison Assignments

After some discussion, no action is required by the Board of Selectmen according to Chapter IV, Section 402 of the Town of Simsbury Charter.

e) Stipend for First Selectman (40:28)

Ms. Mackstutis recused herself and turned the meeting over to Deputy First Selectman Antonio.

There was some discussion about increasing the stipend by 12%, as it has not been increased in about 8 years, and if that should be done now or possibly during the budget process.

Mr. Beal made a motion to approve the First Selectman's stipend in the amount of \$10,000. Ms. Yeisley seconded the motion. All were in favor and the motion passed.

Ms. Mackstutis rejoined the meeting.

f) Reappointment of Town Counsel, Labor/Employment/Pension Counsel and Board Counsel (47:30), (55:54), (57:16), (58:56)

There was discussion on asking for an RFP for labor counsel or possibly having a month-by-month contract. It was noted that they receive a \$100,000 retainer and Attorney DeCrescenzo only bills outside of that retainer for extraordinary items.

Mr. Beal made a motion, effective December 4, 2023, to reappoint the firm of Updike, Kelly and Spellacy, PC as Town Attorney for a two-year term through December 1, 2025, per Section 706 of the Town Charter and for

Interim Town Manager Lee C. Erdmann to execute the engagement letter. Ms. Goetz seconded the motion. All were in favor and the motion passed.

After discussion on an RFP, Mr. Beal made a motion, effective December 4, 2023, to reappoint the firm of Ford Harrison, LLP as Labor and Employment Counsel and as Pension Counsel for the Town of Simsbury for a two-year term through December 1, 2025. Ms. Yeisley seconded the motion for discussion.

After discussion, Ms. Yeisley made a motion to continue with Ford Harrison at the proposed current rate of \$285 through the duration of this fiscal year ending June 2024, with a possible extension if we choose it at that point under the new rates, while giving us time to collect RFPs and do a search. Ms. Mackstutis seconded the motion. Mr. Beal, Ms. Yeisley, Mr. Antonio, Ms. Goetz and Mr. Looney were in favor with Ms. Mackstutis opposed and, therefore, the motion passed.

Ms. Yeisley made a motion, effective December 4, 2023, to reappoint the firm of Pullman and Comley, LLP as Bond Counsel for the Town of Simsbury for a two-year term through December 1, 2025. Mr. Beal seconded the motion. Ms. Mackstutis, Ms. Goetz, Mr. Antonio, Ms. Yeisley and Mr. Beal were in favor and therefore, the motion passed. (Mr. Looney had left the room).

g) Reauthorization of Temporary Committees (1:03:30)

There was discussion on Community for Care not having quorums at their meetings and a lot of their issues fall on Social Service staff.

Mr. Antonio made a motion, effective December 4, 2023, to reauthorize the following temporary committees, with members' terms being conterminous with the Board of Selectmen: Building Development Committee; Sustainability Committee; Hometown Hero Committee; Juvenile Review Board; Simsbury DEI Council; Technology Task Force; and Youth Services Advisory Board. Ms. Goetz seconded the motion. All were in favor and the motion passed.

h) Tax Refund Requests (1:05:10)

Ms. Yeisley made a motion, effective December 4, 2023, to approve the presented tax refunds in the amount of \$2,505.14 and to authorize Interim Town Manager, Lee C. Erdmann, to execute the tax refunds. Mr. Antonio seconded the motion. All were in favor and the motion passed.

i) Donation from Valley Simsbury Church (1:06:06)

Mr. Beal made a motion, effective December 4, 2023, to accept a donation from Valley Simsbury Church, in the amount of \$1,800, with our thanks, for the purpose of supporting the Simsbury Community and Social Services Department Food Pantry program. Ms. Yeisley seconded the motion. All were in favor and the motion passed.

APPOINTMENTS AND RESIGNATIONS

a) Proposed Appointments to Public Building Committee (1:06:42)

Ms. Yeisley made a motion, effective December 4, 2023, to appoint Dagny Griswold as a Regular Member of the Public Building Committee. Mr. Antonio seconded the motion. All were in favor and the motion passed.

b) Resignation of Steven Antonio from Fair Rent Commission, Zoning Board of Appeals and Building Code Board of Appeals (1:07:14)

Ms. Goetz made a motion, retroactive to December 3, 2023, to accept the resignation of Steven Antonio as a Regular Member of the Zoning Board of Appeals and Building Code Board of Appeals with our thanks. Mr. Beal seconded the motion. Mr. Beal, Ms. Yeisley, Ms. Mackstutis, Ms. Goetz and Mr. Looney were in favor, with Mr. Antonio abstaining. Therefore, the motion passed.

REVIEW OF MINUTES

a) Minutes of October 27, 2023, Regular Meeting - there were no changes to the minutes of October 27, 2023 and, therefore, the minutes were adopted.

b) Minutes of November 13, 2023, Regular Meeting – there were no changes to the minutes of November 13, 2023, and, therefore, the minutes were adopted.

COMMUNICATIONS

a) Letter from R. DeCrescenzo re: Recusal of Updike, Kelly and Spellacy from Zoning Commission Application ZC-23-38, dated November 21, 2023 – there was no discussion at this time.

ADJOURN (1:08:07)

Ms. Yeisley made a motion to adjourn at 8:08 p.m. Mr. Beal seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio
Clerk




Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Revisions to the Adult Services Librarian Job Description
2. **Date of Board Meeting:** December 18, 2023
3. **Individual or Entity Making the Submission:**
Lee C. Erdmann, Interim Town Manager 
4. **Action Requested of the Board of Selectmen:**
If the Board of Selectmen is in support of the proposed recommendations, the following suggested motion is in order:

Move, effective December 18, 2023, to approve the updated job description for the Adult Services Librarian as presented.
5. **Summary of Submission:**
The Library has a group of Part-Time unaffiliated Adult Services Librarians. The current requirement is for a Master's Degree in Library Science for a position that works 4 to 16 hours a week. The current recruitment for this position is proving difficult and after multiple failed recruitments the Library Director has proposed slight changes to the job description aimed at increasing the applicant pool.

Noteworthy changes include:
 1. Instead of the MLIS being required, it would be preferred. Current students in their last year of an accredited MLIS program and would obtain their degree one year from date of hire would be eligible to be considered for hire.
 2. The position schedule would also change from a minimum of 4 hours a week to 8 hours a week.
6. **Financial Impact:**
Because these are just job description updates there is no financial impact.
7. **Description of Documents Included with Submission:**
 - a) Proposed Revised Job Description – Adult Services Librarian

Position Definition

Under the general supervision of the Head of Adult Services the Adult Services Librarian is responsible for providing excellent customer service and meeting the informational needs of the community through a variety of means; as well as assisting in the promotion of the Library, its programs and services.

Essential Duties

- Greets Library users and offers assistance
- Provides reference and reader's advisory guidance to adults and teens, as well as to children, as needed
- Assures the confidentiality of library use and library patron accounts
- Performs opening and closing procedures in the Adult Services Department
- Assists and instructs community members in using Library services, equipment, technology and facilities, both one-on-one and in group settings
- Assists in providing interlibrary loan and resource sharing services
- Assists with use of personal technology devices
- Recommends or selects material, both print and non-print, for acquisition and withdrawal
- Troubleshoots Library equipment and technology including AV, PCs, printers, copiers, scanners
- Collaborates with all Library departments and staff in order to provide the best possible service for the community
- Participates in the preparation of promotional and informational material
- Assists in the planning, development and maintenance of the Library's online and virtual presence and functionality
- Assists in planning, facilitating and conducting programs, including Library tours
- Engages in community outreach and collaboration to promote interest in the Library as a community resource
- Assists in training and oversight of volunteers in the Adult Services Department
- Participates in updating Library technology
- Assists with the reservation of Library program rooms
- Collects and maintains usage data and compiles statistical and narrative reports
- Monitors building and technology use
- Interprets and enforces Library rules and policies
- Proctors exams, as requested
- Performs other duties as assigned

Additional Duties

- Attends professional meetings and participates in the activities of professional library associations
- Keeps informed of current trends and developments in libraries
- Seeks training and professional development opportunities necessary to perform job competencies
- Assists with the application and administration of grants
- Participates in the cataloging, organizing and maintenance of Library material

Required Knowledge, Skills and Abilities

- Positive and enthusiastic approach to customer service, in person, on the phone and virtually
- Ability to engage in active listening
- Ability to give clear, concise written and oral instructions
- Ability to work and interact effectively with staff, administrators, volunteers and the public, as well as function as part of a cohesive team
- Ability to plan, organize, direct and evaluate the work of others
- Ability to operate and troubleshoot a variety of equipment, both office and library
- Ability to use independent judgment to assess and evaluate information requests
- Thorough and demonstrated knowledge of Library policies, practices and procedures
- Strong technology skills, including proficiency in social media
- Ability to monitor new issues and techniques appropriate to libraries, as well as interpret their meaning for and impact on libraries and library service

Required Physical and Mental Effort and Environmental Conditions

- Ability to lift books and other materials, weighing up to twenty-five (25) pounds, from shelves ranging from 6" to 8' from the floor and return them to their proper place(s)
- Ability to stand and walk for extended periods of time; move throughout the Library; bend, reach and crouch to shelve and retrieve materials; push and pull carts loaded with materials
- Ability to use a PC terminal, laptop or tablet for extended periods of time
- Ability to carry supplies and equipment in excess of twenty-five (25) pounds
- Ability to move throughout the Library and other Town sites
- Ability to read fine print materials
- Ability to work in office and public settings subject to continuous interruptions and background noises
- Ability to be flexible and adapt in a fast paced, complex and changing environment
- Ability to represent the Library in the community and at public gatherings and speak to public groups
- Ability to work evenings and weekends

Required Minimum Qualifications

Master's Degree in Library Science from an ALA accredited program preferred. Students enrolled in their last year of a MLIS accredited program are eligible to apply. The MLIS must be obtained within one year from date of hire. Proficiency in reference services and with Library automation, personal computers, software applications, tablets, android and smart phones, as well as social media. Strong customer service skills essential. Previous experience desirable.

License or Certificate

Motor Vehicle Operator's License

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.