



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee

September 12, 2019

7:30AM

Main Meeting Room, Town Hall, 933 Hopmeadow Street

REGULAR MEETING AGENDA

Call to Order

- 1) Library Job Descriptions
- 2) First Selectmen's Stipend Evaluation
- 3) Approval of Minutes
 - a) August 5, 2019
 - b) August 8, 2019

Adjournment

LIBRARY TECHNICAL ASSISTANT (FT)

Grade T-5

Position Definition:

Under the direct supervision of the Head of Borrowing & Technical Services and the general supervision of the Library Director, the Library Technical Assistant is responsible for ordering, receiving, cataloging, and processing new library materials and records, as well as updating and discarding existing library materials and records. The Library Technical Assistant maintains accounting records related to acquisitions activities, monitors materials budgets, and assists with maintenance of the Library's bibliographic database.

Essential Duties:

- Orders library materials selected by librarians
- Searches for bibliographic information against library files and catalogs, and checks for duplicates
- Receives, unpacks and checks in library materials
- Accurately creates, reviews, edits and imports bibliographic and item records for materials according to established guidelines
- Creates spine labels and book plates for materials
- Coordinates with Pages and volunteers, as directed by the Head of Borrowing & Technical Services, to process library materials, and takes on Page duties, as necessary
- Updates and corrects bibliographic and item records, information and labels
- Processes withdrawn materials
- Ensures the orderly flow of materials from the Technical Services department to other library departments
- Maintains records of materials orders and expenditures
- Creates purchase orders for Town accounting and works closely with Library Administrative Assistant to resolve matters related to acquisitions invoices or purchase orders
- Corresponds with vendors regarding materials orders, returns and accounts
- Identifies, collects, interprets and presents statistics as needed
- Checks in, claims, catalogs and processes periodicals
- Keeps informed of current consortium policies, procedures and practices
- Keeps informed of current Library policies, procedures and practices
- Respects the facility and work environment by keeping work area neat and reporting maintenance issues promptly and appropriately
- Performs other duties as assigned

Additional Duties:

- Assists in other departments as needed, including periodic circulation desk shifts
- Participates in department-wide planning and implementation of new policies and procedures
- Suggests innovations and generates ideas for improving workflows and creating efficiencies
- Assists with developing training and procedural documentation for department

Required Knowledge, Skills and Abilities:

- Knowledge of copy cataloging and data entry
- Ability to work cooperatively and interact effectively with staff, supervisors, vendors and patrons
- Demonstrated attention to detail
- Demonstrated technology literacy and competency; proficiency with Integrated Library System, Sierra, highly desirable
- Proficiency with Microsoft Windows operating system and Microsoft Office Suite, including Excel
- Ability to interpret and follow a variety of instructions in oral and written format
- Ability to meet project deadlines and demonstrate decision-making, organizational and problem-solving skills
- Positive and enthusiastic approach to library technical services
- Ability to perform basic mathematical computations
- Ability to alphabetize correctly and to understand numerical arrangements utilizing the Dewey Decimal System
- Ability to work independently with minimal supervision

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 bend, reach and crouch to shelve and retrieve materials and to push and pull carts loaded with materials
- Ability to use a PC terminal, laptop or tablet for extended periods of time
- 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 move throughout the Library and other Town sites
- 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

Library Technical Assistant (LTA) degree, Bachelor's degree, Associate degree or comparable knowledge gained through at least one year of library technical service experience.

License or Certificate:

Motor Vehicle Operator's License

State certification as LTA in lieu of formal education is acceptable

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

Explanation of Updates

Updates That Reflect Current Practices (Yellow)

Position definition:

- Reflected reporting structure with new position, Head of Borrowing & Technical Services.
- Made it clearer that position is focused on ordering and processing new materials and records, as well as processing materials and records that are already in the collection.
- Added “assists with maintenance of the Library’s bibliographic database” because position already contributes to this through processing records, and it’s important to tie this position’s work with our department’s overall responsibility for the integrity of the database.

Essential duties:

- The former description enumerated certain specific aspects of ordering, receiving, cataloging, and processing materials, while the current one aims to summarize those main responsibilities without referencing materials or processes that may change or cease to exist (i.e. giving order printouts to Technician and Co-op items, for example). Those relevant aspects of the former description were brought together under the first 8 bullet points that summarize the major areas of responsibility; they were reordered to reflect the logical workflow of those activities; and they culminate with a ninth “orderly flow of materials” bullet point to reflect how this position currently ushers materials, new and existing, that other Library departments are expecting.
- The former description did not enumerate this, but this position currently corresponds with acquisitions vendors regarding orders, returns and accounts. The former description alludes to this work in the required skills section though: “ability to work....with staff, supervisors, vendors and customers.”
- The former description alludes to statistics-keeping (i.e. “records adds and deletes,” for example), but the current one aims to make a summarizing bullet point about statistics to accommodate acquisitions-related statistics that may be relevant. Add and deletes, for example, are now calculated automatically through systems reports that the Technician creates, but in the library field, a Technical or Acquisitions Assistant may be asked, for instance, to identify the number of items in the collection that use a certain call number prefix so we can evaluate whether to pursue a project to update them.
- The former description did not enumerate keeping informed with library and consortium policies, but it is inherent to the work currently being performed by this position and essential for successful completion of the major responsibilities.
- The former description did not enumerate contributing to the continual improvement of the department and the Library, but is inherent to the work currently being performed by this position and essential in a field that is constantly changing.

Updates That Reflect Current Practices, but also Include New Aspects (Green)

Essential duties: Checks in, claims, catalogs and processes periodicals

- The former description included entering periodicals into the database (catalogs) and the current position partially physically processes periodicals, but the current one aims to include

the full scope of periodical processing. The current processing configuration needs to be streamlined to reduce the number of staff involved and thereby reduce the amount of time it takes to get magazines on the shelves. In the library field, typically one person oversees the periodical processing, rather than our current two. The new pieces in this description are checking-in and claiming periodicals, which represents a relatively small addition of work; cataloging is the more arduous aspect of periodical processing and was already reflected in the former description.

Additional duties: Assists in other departments as needed, including periodic circulation desk shifts

- The former description includes substituting “in emergencies.” But since we so infrequently have “emergencies,” the technical services staff are not often called to cover the desk and therefore don’t gain enough experience to adequately provide front line services when they are called upon. Periodic shifts would help to keep their frontline service skills fresh and would serve to help cover the desk during times when part-time Library Services Assistants aren’t able, giving the Library more flexibility to ensure the desk is covered.
- In the library field, library resource management is a spectrum of activities, from ordering, to cataloging and processing, to circulating. Each activity is connected to the others: if a book doesn’t have a proper sticker from the processing phase, it doesn’t get shelved correctly in the circulating phase, for instance. Because Borrowing and Technical Services are so closely related, it is common for technical services staff to work a shift on the circulation desk so they can gain an understanding of those connections and how their work in the backend practically affects the frontend. It also helps to highlight the needs of patrons, how they use the catalog and look for resources, etc., which in turns informs the practices of the backend.

Updates That Reflect New Responsibilities (Red)

Position definition: maintains accounting records related to acquisitions activities, monitors materials budgets / Essential duties: Creates purchase orders for Town accounting and works closely with Library Administrative Assistant to resolve matters related to acquisitions invoices or purchase orders

- While this position has kept paper copies of vendor invoices and brought them to the Admin Secretary for payment, the Town’s finance system and process requirements, as well as best practices in library resource management, require that this position maintain digital records of orders (i.e. maintain a spreadsheet of order information) and assist with PO creation in FinancePlus.
- In the library field, keeping track of orders and monies spent is normally part of an “Acquisitions Assistant” position. This position would not be responsible for the materials budget, but would monitor and be aware of expenditures to recognize the connection of this position’s functions to the Library’s budget.

LIBRARY TECHNICIAN (FT)

Grade T-6

Position Definition:

Under the direct supervision of the Head of Borrowing & Technical Services and the general supervision of the Library Director, the Library Technician is responsible for coordinating the ordering, receiving, cataloging, and processing of new library materials and records, as well as the updating and discarding of existing library materials and records. The Library Technician administers the integrated library system, produces statistical reports, oversees the maintenance of accounting records related to acquisitions activities, and maintains the Library's bibliographic database.

Essential Duties:

- Orders library materials selected by librarians
- Searches for bibliographic information against library files and catalogs, and checks for duplicates
- Receives, unpacks and checks in library materials in collaboration with Library Technical Assistant
- Accurately creates, reviews, edits and imports bibliographic and item records for print and electronic materials, as well as audiovisual materials and special equipment, according to established guidelines
- Coordinates with Pages and volunteers, as directed by the Head of Borrowing & Technical Services, to process library materials, and takes on Page and Library Technical Assistant duties, as necessary
- Ensures the accuracy of bibliographic and item records created and materials processed by the Library Technical Assistant
- Processes withdrawn materials in collaboration with Library Technical Assistant
- Creates statistical reports regarding library materials, technical services, and library systems
- Administers, maintains, and troubleshoots the integrated library system and circulation equipment, and provides system and equipment support to library staff
- Corresponds with vendors, consortium staff, and Town IT staff regarding the Library's integrated library system, circulation equipment, and technology, and arranges for maintenance, upgrades, and repair services, as needed
- Maintains records of material orders and expenditures in collaboration with Library Technical Assistant
- Creates purchase orders for Town accounting in collaboration with Library Technical Assistant
- Orders technical services supplies
- Keeps informed of current consortium policies, procedures and practices
- Keeps informed of current Library policies, procedures and practices
- Respects the facility and work environment by keeping work area neat and reporting maintenance issues promptly and appropriately
- Performs other duties as assigned

Additional Duties:

- Act as liaison to consortium regarding bibliographic services, as directed by the Head of Borrowing & Technical Services
- Investigates and evaluates new library systems and equipment, as directed by the Head of Borrowing & Technical Services
- Assists in other departments as needed, including periodic circulation desk shifts
- Participates in department-wide planning and implementation of new policies and procedures
- Suggests innovations and generates ideas for improving workflows and creating efficiencies
- Assists with developing training and procedural documentation for department

Required Knowledge, Skills and Abilities:

- Knowledge of original and copy cataloging and data entry
- Demonstrated knowledge of and proficiency with integrated library systems; experience with Sierra highly desirable
- Demonstrated technology literacy and competency; experience with troubleshooting library systems and equipment highly desirable
- Ability to instruct staff in library system and equipment use
- Ability to work cooperatively and interact effectively with staff, supervisors, vendors and patrons
- Demonstrated attention to detail
- Proficiency with Microsoft Windows operating system and Microsoft Office Suite, including Excel
- Ability to interpret and follow a variety of instructions in oral and written format
- Ability to meet project deadlines and demonstrate decision-making, organizational and problem-solving skills
- Positive and enthusiastic approach to library technical services
- Ability to perform basic mathematical computations
- Ability to alphabetize correctly and to understand numerical arrangements utilizing the Dewey Decimal System
- Ability to work independently with minimal supervision

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 bend, reach and crouch to shelve and retrieve materials and to push and pull carts loaded with materials
- Ability to use a PC terminal, laptop or tablet for extended periods of time
- 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 move throughout the Library and other Town sites

- 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

Library Technical Assistant (LTA) degree, Bachelor's degree, Associate degree or comparable knowledge gained through at least three (3) years of library technical service experience.

License or Certificate:

Motor Vehicle Operator's License

State certification as LTA in lieu of formal education is acceptable

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

DRAFT

Explanation of Updates

Updates That Reflect Current Practices (Yellow)

Position definition:

- Reflected reporting structure with new position, Head of Borrowing & Technical Services.
- Made it clearer what activities constitute “life cycle of library materials.”
- Added administering ILS and statistical reporting, which are job functions listed under Technology Support/Other and Reports, respectively, of the former description, to reflect current focus of position; updated language to reflect current industry terminology.
- Added “maintains the Library’s bibliographic database,” which is a job function listed under Other in the former description, to reflect the importance of this position’s work in relation to the department’s overall responsibility for the integrity of the database.

Essential duties:

- The former description enumerated certain specific aspects of cataloging and processing materials, while the current one aims to summarize those main responsibilities without referencing materials or processes that may change or cease to exist (i.e. Library Digital Assistant and apps for a mobile catalog, for example) and to reflect that this position also orders and receives materials, in collaboration with the Library Technical Assistant (LTA). Those relevant aspects of the former description were brought together under the first 5 bullet points; they were reordered to reflect the logical workflow of those activities; and they culminate with ensuring the accuracy of the LTA’s work and processing withdrawn materials to reflect how this position currently coordinates the lifecycle of materials in collaboration with the LTA.
- The former description included a section Reports, while the current one aims to summarize statistical reporting activities in one bullet point.
- The former description enumerated certain specific aspects of technology support and system maintenance, while this current one aims to summarize these activities in one bullet point.
- The former description enumerates various kinds of communications with vendors and staff, while the current one aims to summarize these activities in one bullet point.
- The former description enumerates various kinds of specific materials ordered by this position, while the current one aims to summarize these activities in one bullet point.
- The former description did not enumerate keeping informed with library and consortium policies, but it is inherent to the work currently being performed by this position and essential for successful completion of the major responsibilities.
- The former description did not enumerate contributing to the continual improvement of the department and the Library, but is inherent to the work currently being performed by this position and essential in a field that is constantly changing.

Updates That Reflect Current Practices, but also Include New Aspects (Green)

Position Definition: oversees the maintenance of accounting records related to acquisitions activities /

Essential duties: Maintains records of material orders and expenditures in collaboration with Library Technical Assistant

- The former description enumerated certain fund tracking in the Monthly Fund Tracking section, while the current one aims to reflect the current practice of tracking all funds and to realign that work as a collaborative process with the LTA.

Additional duties: Assists in other departments as needed, including periodic circulation desk shifts

- The former description includes “takes on the work of other Support Services staff when needed due to illness or vacation.” But since we so infrequently have such “emergencies,” the technical services staff are not often called to cover the desk and therefore don’t gain enough experience to adequately provide front line services when they are called upon. Periodic shifts would help to keep their frontline service skills fresh and would serve to help cover the desk during times when part-time Library Services Assistants aren’t able, giving the Library more flexibility to ensure the desk is covered.
- In the library field, library resource management is a spectrum of activities, from ordering, to cataloging and processing, to circulating. Each activity is connected to the others: if a book doesn’t have a proper sticker from the processing phase, it doesn’t get shelved correctly in the circulating phase, for instance. Because Borrowing and Technical Services are so closely related, it is common for technical services staff to work a shift on the circulation desk so they can gain an understanding of those connections and how their work in the backend practically affects the frontend. It also helps to highlight the needs of patrons, how they use the catalog and look for resources, etc., which in turns informs the practices of the backend.

Updates That Reflect New Responsibilities (Red)

Essential duties: Creates purchase orders for Town accounting in collaboration with Library Technical Assistant

- While this position has tracked acquisitions spending, the Town’s finance system and process requirements, as well as best practices in library resource management, require that this position maintain digital records of orders (i.e. maintain a spreadsheet of order information) and assist with PO creation in FinancePlus.
- In the library field, keeping track of orders and monies spent is normally part of an “Acquisitions Assistant” position, so in the same way that the LTA does the bulk of ordering and processing and this position supports and oversees that lifecycle, the LTA would do the bulk of PO creation with oversight and collaboration provided by this position.

To: Personnel Subcommittee
CC: Maria Capriola
From: Eric Wellman
RE: First Selectman stipend

To the Personnel Subcommittee:

This letter is intended to supplement the First Selectman Stipend agenda item on the July 11th agenda of the personnel subcommittee. As you know the First Selectman's stipend was set by the Board of Selectman at \$10,000/year on December 4th 2017. That was when our form of government was brand new. Now that we're approaching the 2 year mark, I think it's important that the Personnel Subcommittee evaluate whether the \$10,000 is the right amount and provide a recommendation to the Board of Selectmen. I am requesting this evaluation, not because I believe the amount needs to be corrected. Rather, the amount was set using various assumptions around the expenses that would be incurred and the time that would be required to do the job. Now 1.5 years later, I think we should re-visit those assumptions. This letter is meant to be informational. I am not intending to advocate on this issue; rather my intent is to share with you the time I have put into the job and related expenses I have incurred to inform your recommendation.

I consistently spend between 10 and 20 hours a week performing my town responsibilities. There are some weeks that go above 20 hours, although that is not the norm. The primary activities that I spend my time on include: preparing for and attending Board of Selectmen meetings, attending various subcommittee meetings (Economic Development, Personnel, Unaffiliated Workgroup), attending ad hoc meetings, responding to residents' inquiries, and attending various events in my capacity as First Selectman. It's important to recognize that these hours are specific to me, as someone who has a separate full-time job. There could certainly be a future First Selectman who puts in greater than 20 hours/week or less than 10 hours/week based on availability.

There are relatively minor costs that I incur in order to perform my duties as First Selectman. I mail 5-10 letters a month and pay for the postage myself. Most of these letters are to welcome new businesses to town or offer my congratulations on an accomplishment. 3-5 times a year I purchase coffee, donuts, and bagels for various gatherings, including listening events or to thank groups of volunteers that are helping out our town. Several times a year my responsibilities take me outside of Simsbury for meetings in Hartford or to various municipal trainings around Connecticut, and I incur parking and fuel costs. This year, I may attend the ICMA annual conference in Nashville, which would be a more significant expense.

It's my hope that the above information will be helpful to you in informing your recommendation. I would be glad to answer any questions you have.

Respectfully,

Eric Wellman



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee Special Meeting

Monday, August 5, 2019

Main Meeting Room, Town Hall, 933 Hopmeadow Street

DRAFT - MINUTES

Members Present: Eric Wellman, Chris Kelly

Staff Present: Maria Capriola, Tom Roy

The meeting was called to order at 5:30pm.

1) Interview and Discuss Candidates for the Lower Farmington River and Salmon Brook Wild and Scenic Management Committee

The Personnel Sub-Committee interviewed five candidates for the Lower Farmington River and Salmon Brook Wild and Scenic Management Committee. The committee reviewed an additional prepared writing supplement from a sixth candidate who was unable to attend the interview. Applicants were asked about their interest in serving on the committee, their background and experience, how they will add value to the success of the committee and their availability for meetings.

Following the interviews, the Committee discussed the qualifications of the candidates and identified three individuals to recommend to the full Board of Selectmen for consideration on August 12, 2019. Ultimately, the recommended names will be forwarded onto the National Park Service.

Chris Kelly moved to recommend Sally Rieger, Steve McDonald, and Mike Ryan for appointment. Eric Wellman seconded the motion. Motion passed unanimously.

Adjourn

The meeting adjourned at 7:30pm.

Respectfully Submitted,
Maria Capriola
Town Manager



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee

Regular Meeting

August 8, 2019

Main Meeting Room, Town Hall, 933 Hopmeadow Street

DRAFT - MINUTES

Members Present: Sean Askham (by phone), Chris Kelly, Eric Wellman

Staff Present: Maria Capriola, Tom Roy, Lisa Karim, Rachel Gravel, Eric Gomes, Kevin Clemens, Attorney Mike Harrington

The meeting was called to order at 7:32am. Chris Kelly made the motion seconded by Sean Askham to reverse the order of the Driscoll and Adusei agenda items. Motion passed unanimously.

1) **Step 4 Grievance Hearing, Grievant: Gertrude Adusei – Simsbury Public Library Employee Represented by CSEA**

Union members and representation present included Gertrude Adusei (former employee/member) and Andrew Socha (Union staff representative).

Management provided an overview of the case and its position. The Union then provided an overview of its position, the remedy being sought, and the section of the collective bargaining agreement they believed to have been violated. Discussion occurred.

2) **Executive Session – Personnel – Step 4 Grievance Deliberations, Grievant: Gertrude Adusei – Simsbury Public Library Employee Represented by CSEA**

Mr. Kelly made a motion, seconded by Mr. Askham, to enter into executive session with staff member Eric Gomes and Attorney Harrington attending. Motion passed unanimously. The Sub-Committee entered into executive session with those noted at approximately 8:10am.

3) **Step 4 Grievance Decision, Grievant: Gertrude Adusei – Simsbury Public Library Employee Represented by CSEA**

The Sub-Committee re-entered into open session at 8:20am. Mr. Kelly made a motion, seconded by Mr. Askham to deny the grievance and affirm the Town's position. Motion passed unanimously. The Sub-Committee will provide a written response to the Union regarding its decision to deny the grievance.

4) **Step 3 Grievance Hearing, Grievant: John Driscoll, Public Works and Parks Employees Represented by AFSCME**

Union members and representation present included Henry LaCharite (employee/local representative), John Driscoll (employee/member), and Anthony Bento (Union staff representative).

Management provided an overview of the case and its position. The Union then provided an overview of its position, the remedy being sought, and the section of the collective bargaining agreement they believed to have been violated. Discussion occurred.

5) **Executive Session, Personnel, Step 3 Grievance Deliberations, Grievant: John Driscoll, Public Works and Parks Employees Represented by AFSCME**

Mr. Kelly made a motion, seconded by Mr. Askham, to enter into executive session with staff member Eric Gomes and Attorney Harrington attending. Motion passed unanimously. The Sub-Committee entered into executive session with those noted at 8:52am.

6) **Step 3 Grievance Decision, Grievant: John Driscoll, Public Works and Parks Employees Represented by AFSCME**

The Sub-Committee re-entered into open session at 9:04am. Mr. Kelly made a motion, seconded by Mr. Askham to deny the grievance and affirm the Town's position. Motion passed unanimously. The Sub-Committee will provide a written response to the Union regarding its decision to deny the grievance.

7) **Step 4 Grievance Hearing (Grievance #1), Grievant: Taryn Schrager – Culture, Parks and Recreation Employee Represented by CSEA**

Mr. Kelly made the motion, seconded by Mr. Askham to table the remainder of the agenda items (7-14) to the next meeting. Motion passed unanimously.

8) **Executive Session – Personnel – Step 4 Grievance Deliberations (Grievance #1), Grievant: Taryn Schrager – Culture, Parks and Recreation Employee Represented by CSEA**

Tabled to next meeting.

9) **Step 4 Grievance Decision (Grievance #1), Grievant: Taryn Schrager – Culture, Parks and Recreation Employee Represented by CSEA**

Tabled to next meeting.

10) **Step 4 Grievance Hearing (Grievance #2), Grievant: Taryn Schrager – Culture, Parks and Recreation Employee Represented by CSEA**

Tabled to next meeting.

11) **Executive Session – Personnel – Step 4 Grievance Deliberations (Grievance #2), Grievant: Taryn Schrager – Culture, Parks and Recreation Employee Represented by CSEA**

Tabled to next meeting.

12) **Step 4 Grievance Decision (Grievance #2), Grievant: Taryn Schrager – Culture, Parks and Recreation Employee Represented by CSEA**

Tabled to next meeting.

13) Library Job Descriptions

Tabled to next meeting.

14) First Selectmen's Stipend Evaluation

Tabled to next meeting.

15) Approval of Minutes

The minutes of the July 11, 2019 meeting were approved by consensus.

The meeting adjourned at 9:10am.

Respectfully Submitted,
Maria E. Capriola
Town Manager