

Welcome and Agenda

- Employee Engagement Survey Results
- Updated Timesheets
- Shout-Outs
- Request for Reconsideration (Challenge)
- RPL Hiring (evolving) Best Practices
 - Overview of the hiring process
 - How to get involved
- Questions

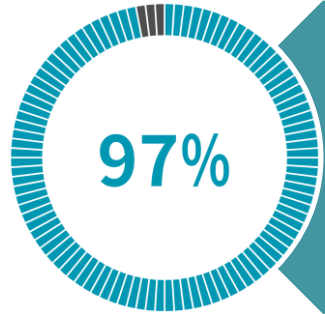
Employee Feedback



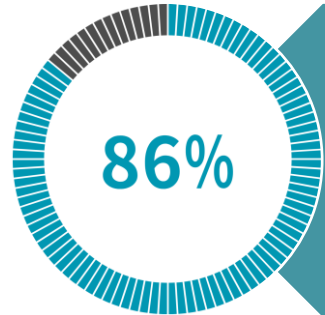
80%
(29 Responses)

36 Employees (23.5 FTE)

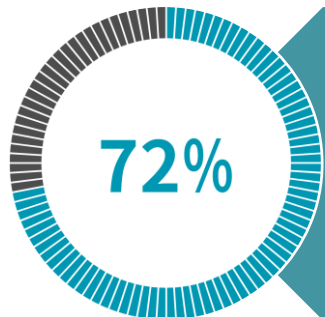




Satisfied
working @ RPL



Have needed
resources

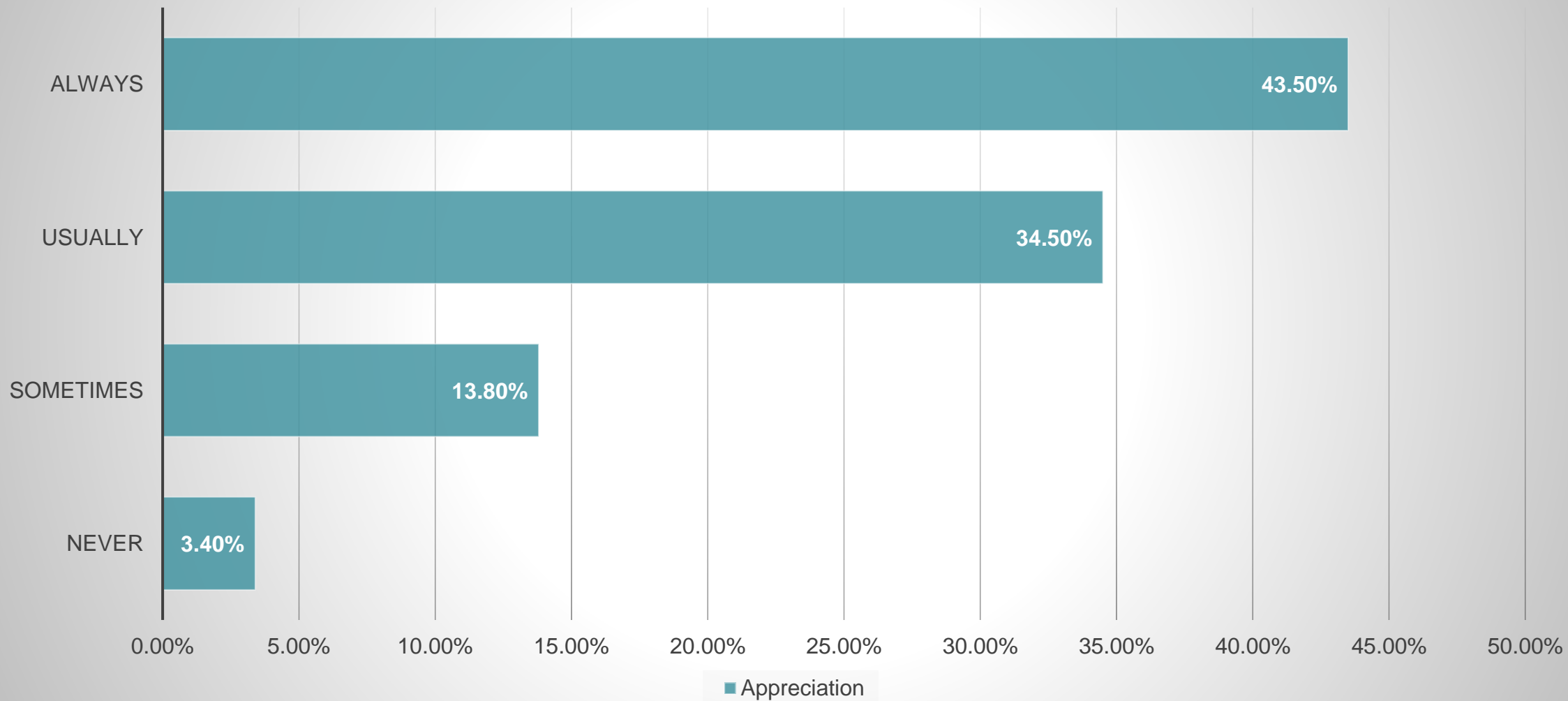


Work is evenly
distributed

Improving satisfaction

- More meetings
- Less meetings
- Organize the BS work area
- Informal activities like walking groups
- Work more with or for other teams
- Clearer expectations
- Increased pay
- More training
- More time for training,
- Best practices documentation

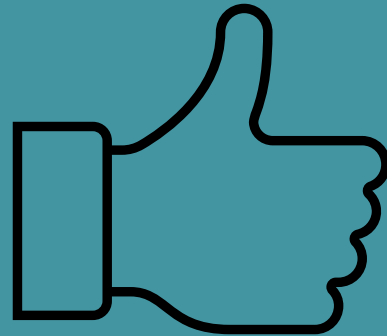
Appreciation



72.4% Always
20.7% Usually
3.5% Sometimes
3.4 Rarely



97%



Action items

- Employees want to engage with each other.
 - Create more informal ways to connect
 - Create a Social Committee
- Borrower Services Area workflow
 - Form a working Group
 - Desk/Computer space
 - Storage
 - Accessibility
 - LOT
 - Better utilize employee lockers



Action items

- Discuss and set expectations for Professional Development: individual, team, division, and library-wide
- Ask for more detail on what “improving communications” looks like
- Reinforce it is OK not to be perfect, make space for employees to take risks and learn from mistakes.
- Create “best practices” and better guidelines/procedures.

- START DATE
- WORKED
- SICK
- VAC
- FH
- COMP USED
- LEAVE
- COMP EARNED
- REMARKS



For Employee Use

Pay Period Start: 2/13/2023

Pay Period End: 2/26/2023

*Please note "Family" if using sick time for a family member illness

**Please note a reason for approved Leave with Pay (LWP)

DAY	DATE	WORKED	SICK	VAC	FH	COMP USED	LEAVE OTHER	COMP EARNED	TOTAL	OT	REMARKS
Week 1		31.50	7.50	0.00	0.00	0.00	0.00	0.00	39.00	1.50	
MON	2/13/2023	7.50							7.50		
TUE	2/14/2023		7.50						7.50		
WED	2/15/2023	7.50							7.50		
THU	2/16/2023	9.00							9.00		Exam Cram (1.5 hrs)
FRI	2/17/2023								0.00		
SAT	2/18/2023	7.50							7.50		
SUN	2/19/2023									0.00	
Week 2		26.50	0.00	2.50	2.50	2.50	7.50	0.00	37.50	0.00	
MON	2/20/2023	7.50							7.50		Holiday
TUE	2/21/2023	7.50							7.50		
WED	2/22/2023			2.50	2.50	2.50			7.50		
THU	2/23/2023						7.50		7.50		Jury Duty
FRI	2/24/2023	7.50							7.50		
SAT	2/25/2023								0.00		
SUN	2/26/2023	4.00								4.00	

Employee

Supervisor

Survey Shout-Outs

- Love the library, thanks for putting up with all that you do!
- Checkout & return services are so-o convenient; the app is a welcome addition and, MOST importantly, the staff is truly the heart of this much appreciated town service.
- I love your children's space and how organized the toys are. I also love story time and grateful there are places to sit and have a snack.
- I love that you are inclusive to all people and support programs to share everyone's differences.
- You're amazing! So grateful for RPL and all that you do and offer our community.
- Keep up the good work. The emails are so well organized and informative regarding upcoming events!
- What a treasure the library is in Reading.

Staff Shout-Outs

- Thank you for such a warm welcome! I've had a fantastic first week because of all of you! From Dina
- Thank you to the Borrower Services staff for their patience and enthusiasm! Getting the lockers up and running has been a long, complicated journey, and the BoSer staff has been so patient and supportive. You're all truly fabulous! From Valerie
- Shout out to Louise for her patience and thoughtfulness when speaking to a patron who had questions about the request for reconsideration. She handled it with the utmost care. From Michelle

Request for Reconsideration of Materials (aka Challenges)

- We value the intellectual freedoms protected under the First Amendment.
 - right to read – unimpeded by others
 - freedom from censorship
 - access to information to those seeking it, without judgment
- The First Amendment's provision of free speech includes the right to challenge books and materials at the library. Challenging books at the library is not new, and the Reading Public Library respects the right to do so according to our [Reconsideration Policy](#).
- Professional librarians meet the informational needs of adults and children, working with our community and using the [collection development policy](#)

Privacy and Public Records

- We have a duty to protect individual "intellectual pursuits" and uphold public records laws.
- G. L. c. 78, §7 provides: "That part of the records of a public library which reveals the identity and intellectual pursuits of a person using such library shall not be a public record..."
- *"Pursuant to state law, all documents and emails received by a public employee, including the Board of Library Trustees, are considered a public record unless the content falls within one of the stated exemptions under the Massachusetts Public Records Law.*
- Oral requests for public information have the same force as written public records requests.
- 22 Exemptions – "Someone will get back to you" (use comment card, give to Amy) or "You can submit a public records request to the Town Clerk"
- If not required by the public records request RPL best practice is to redact email addresses, phone numbers, and names of minors.

Hiring Process

- General Update
- What impacts the hiring process?
 - Legal Requirements
 - Pandemic
 - Focus on Core Values / DEIA
 - Equity, Education, Access, Accountability
 - Diversity, Inclusion
 - New Town Manager
 - Expectation of Transparency
 - Polarization

Overview



APPROVAL

- Review and update job description
- Confirm required experience
- Confirm hours
- Confirm pay range
- Set ideal starting date
- Confirm hiring team and designate Hiring Team Leader
- Approval from HR and Town Manager

POSTING

- List posting locations and sites (external)
- Create job “ad posting” language (external)
- HR Announcement
- Posted to Town website and bulletin boards
- Post to external locations and sites

Overview



APPLICATIONS (HR)

- Applicants submit Town of Reading employment application to HR.
- RPL also requests a cover letter and resume
- HR forwards applications to the Library Director
- Library Director forwards applications to Hiring Team

INTERVIEWS

- Hiring Team
 - Initial applicant screening / review
 - Select candidates to interview
 - Prepare interview questions and assessment matrix
 - Logistics (date, time, Zoom, assignment)
- HR schedules interviews

Overview



SELECTION, OFFER ...

- Hiring team performs reference checks on 1-3 top candidates
- Hiring Team recommends top candidate.
- Director reviews and approves the selection with input from Division Head
- Candidate submitted to HR and Town Manager for approval
- HR makes verbal offer.
- Upon verbal acceptance, HR schedules physical and drafts final offer for review by Library Director and signed by Town Manager.

... AND

- HR contacts other interviewees, usually after the required physical
- HR and RPL remove job postings (or they expire)
- RPL gathers all documentation and evaluation matrices for all interviews
- Information retained in in Library Director's office as required by public records law: One year for candidates not hired, and twenty years after termination or retirement for hired candidates.

Get involved!

Other Questions?

