

January 28, 2019
Executive Session, #1
Town Hall, 1 Avenue A, Turners Falls, MA
8:43 PM

Present: Selectpersons Chris Boutwell, Michael Nelson, and Rich Kuklewicz, Town Administrator Steven Ellis, Executive Assistant Wendy Bogusz, and Library Director Linda Hickman.

RE: Executive Session in accordance with G.L. c. 30A, Section 21 (a)(3) to discuss strategy with respect to collective bargaining (NAGE). Votes may be taken.

Documents and Exhibits: Children's Program Assistant Job Description, Union Wage Scale

Ellis explains that according to Hickman, her Children's Librarian has been taking on increased responsibilities that are not in her job description. Hickman and the Library Trustees have discussed the possibility of creating an Assistant Library Director position. This would be a union negotiation issue as it would require either creating a new position, altering a grade, adding a grade, or some other similar change.

Hickman lists the duties of a combined Children's Librarian/Assistant Library Director position, which would include $\frac{3}{4}$ Children's Librarian duties and $\frac{1}{4}$ Assistant Library Director duties, being in charge on paper when the Library Director is not there, scheduling volunteers and substitutes, being in charge of all social media, and putting together surveys.

The Board is more in favor of doing a stipend.

Ellis will look at the legal basis with Tim on this issue, together with a proposed set of tasks that would be assumed by the new position.

Nelson makes the motion to close executive session 1 at 9:20 PM. Seconded by Boutwell, approved unanimously. Boutwell – Aye, Nelson – Aye, Kuklewicz – Aye

Approved:

☒ Boutwell

☒ Kuklewicz

☒ Nelson

Release to the Public:

☒ Yes

☐ Not Yet

8/23/21 Date

Date Released to the Public: 9/15/21

FY20 TOMEA, UE and Non-Union Wage Scale = FY19

Grade	Steps									
	1	2	3	4	5	6	7	8	9	10
A	14.52	14.88	15.25	15.65	16.01	16.43	16.80	17.17	17.51	17.87
B	17.12	17.54	17.98	18.43	18.89	19.37	19.86	20.24	20.66	21.07
C	18.42	18.88	19.35	19.84	20.32	20.85	21.35	21.79	22.22	22.66
D	20.07	20.57	21.09	21.61	22.15	22.72	23.29	23.74	24.23	24.70
E	21.66	22.21	22.77	23.34	23.92	24.51	25.13	25.63	26.15	26.67
F	54,857	56,229	57,633	59,074	60,551	62,066	63,306	64,573	65,863	67,180
G	58,291	59,749	61,243	62,773	64,342	65,951	67,271	68,615	69,988	71,388
G+8.5%						36.23	36.96	37.70	38.45	39.22
H	74,094	75,944	77,842	79,790	81,784	83,830	85,925	87,644	89,395	91,183
I	81,501	83,538	85,628	87,768	89,961	92,210	94,515	96,407	98,334	100,301
J	89,651	91,892	94,191	96,545	98,958	101,433	103,968	106,046	108,168	110,332

Hourly Proration for P/T										
Grade	1	2	3	4	5	6	7	8	9	10
F-COA	29.91	30.90	31.67	32.46	33.27	34.10	34.78	35.48	36.19	36.91
F-DPW	26.12	27.03	27.71	28.40	29.11	29.84	30.44	31.04	31.66	32.30
F-WPCF	26.17	27.03	27.71	28.40	29.11	29.84	30.44	31.04	31.66	32.30
G+8.5	52.4 weeks					36.51	37.24	37.99	38.75	39.52

FY19 TOMEA, UE and Non-Union Wage Scale = FY18+2%

Grade	Steps									
	1	2	3	4	5	6	7	8	9	10
A	14.52	14.88	15.25	15.65	16.01	16.43	16.80	17.17	17.51	17.87
B	17.12	17.54	17.98	18.43	18.89	19.37	19.86	20.24	20.66	21.07
C	18.42	18.88	19.35	19.84	20.32	20.85	21.35	21.79	22.22	22.66
D	20.07	20.57	21.09	21.61	22.15	22.72	23.29	23.74	24.23	24.70
E	21.66	22.21	22.77	23.34	23.92	24.51	25.13	25.63	26.15	26.67
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I	81,501	83,538	85,628	87,768	89,961	92,210	94,515	96,407	98,334	100,301
J	89,651	91,892	94,191	96,545	98,958	101,433	103,968	106,046	108,168	110,332

Hourly Proration for P/T - confirm annual hours for FY18										
Grade	1	2	3	4	5	6	7	8	9	10
F-COA	30.14	30.90	31.67	32.46	33.27	34.10	34.78	35.48	36.19	36.91
F-DPW	26.37	27.03	27.71	28.40	29.11	29.84	30.44	31.04	31.66	32.30
F-WPCF	26.37	27.03	27.71	28.40	29.11	29.84	30.44	31.04	31.66	32.30
G+8.5						36.51	37.24	37.99	38.75	39.52

Library Director		Proposed	G8	8.00						
3/24/2014	Children's Librarian A R-L	E7+8.5%	27.26	1,820	49,613	3/24/2014	6	300		

**TOWN OF MONTAGUE
JOB DESCRIPTION**

POSITION TITLE:	Children's Program Assistant	DATE:	February 2013
DEPARTMENT:	Library	GRADE:	
REPORTS TO:	Children's Librarian	FLSA:	Non-Exempt

Statement of Duties

Position is responsible for preparing and presenting children's programs and services for the Library. Work includes developing children's programs, coordinating programming with schools and other organizations, other general library duties as needed; providing information and assistance to patrons and the community; and responding to inquiries, requests and complaints.

Supervision/Guidance Received

Employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. Employee solves most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee prioritizes and performs work independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Job Environment

The work involves the interpretation of numerous standardized practices, procedures, or general instructions that govern the work. Judgement is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Errors could result in a delay or loss of service.

The position has constant contact with the public in person, in writing and on the telephone. The purpose for contact is to respond to inquiries, requests, or complaints, render services, and/or give or receive information. The position has daily contact with co-workers, other town departments, other libraries and organizations. The purpose for contact is to respond to inquiries or requests for service, and provide information and assistance. Contacts are made in person, on the telephone, or in writing.

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TOWN OF MONTAGUE JOB DESCRIPTION

Position Functions

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to, or extension of, the position.

Essential Functions

1. Develops and presents children's programs, researching, organizing, and presenting programming in a nurturing and enjoyable manner.
2. Prepares flyers and press releases.
3. Performs reference functions by assisting children, parents, and other patrons in finding information and the appropriate library materials.
4. Coordinates children's programs with local elementary schools and other service organizations.
5. Regularly maintains library displays and children's area exhibits with information of timely and topical interest.
6. Checks materials in and out at circulation desk, answers phone, handles procedures for overdue materials, registers new patrons, maintains circulation statistics and funds collected as needed.
7. Assists patrons with initial reference and information referral and help patrons locate specific information.

Recommended Minimal Qualifications

Education and Experience

A candidate for this position should have an Associates Degree and one (1) year prior experience working with children, preferably in children's library services or an equivalent combination of education and experience.

Knowledge, Skills and Abilities

A candidate for this position should have knowledge of the following:

- Library principles and procedures
- Children's literature and reference sources
- Reference sources and filing

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- Computers, word processing and the internet

Skill in:

- Computer programs and applications
- Public speaking and reading aloud to groups
- Organization and communication
- Customer Service
- Public Relations

And ability to:

- Manage very large groups of children and accompanying adults, some of whom have special needs and/or behavioral issues
- Balance individual and group needs and concerns
- Perform multiple tasks simultaneously, despite frequent interruptions
- Pay attention to details
- Work effectively with children, parents, and others
- Run successful children's programs
- Maintain confidentiality

Tools and Equipment Used

The employee operates standard office equipment, personal computer, telephone, and copier and non-motorized tools.

Physical Requirements

The physical demands listed here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations are considered to ensure individuals with disabilities can perform essential functions.

Minimal physical effort is required to perform duties. Employee is regularly required to hear, speak, bend and stoop, and routinely required to sit, stand, walk, carry over 10 lbs, kneel and crouch.

Vision requirements include the ability to read computer and books for general understanding.

Work Environment

The work environment characteristics described here are representative of those that the employee encounters while performing the essential functions of this job. Reasonable accommodations are considered to ensure individuals with disabilities can perform essential functions.

Employee works in a library environment with some exposure to dust and musty conditions.

Children's Program Assistant

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**TOWN OF MONTAGUE
JOB DESCRIPTION**

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Approved:

Frank E. Abbondanzio
Town Administrator

Date _____

Board Chair, if necessary

Date _____