

**TOWN OF CONCORD
SELECT BOARD
AGENDA
November 9, 2020
4:00PM
VIDEO CONFERENCE CALL**

Join Zoom Meeting

<https://us02web.zoom.us/j/84092395810?pwd=TnMyWmprWHBla21CczdQM0EvWVVFZz09>

Meeting ID: 840 9239 5810

Passcode: 865209

One tap mobile

+16465588656,,84092395810# US (New York)

Dial by your location

877 853 5257 US Toll-free

888 475 4499 US Toll-free

Meeting ID: 840 9239 5810

Find your local number: <https://us02web.zoom.us/j/84092395810?pwd=TnMyWmprWHBla21CczdQM0EvWVVFZz09>

1.	Call to Order
2.	Consent Agenda - Town Accountant Warrants – November 5, 2020
3.	Town Manager’s Report
4.	Chair’s Remarks
5.	Election Follow-up
6.	Review Library Committee Administrative Code
7.	Minuteman Technical Regional High School Playing Field Project and Assessment
8.	Delegation of Signature Authority for Housing Administrative Matters
9.	Committee Volunteer Subcommittee Update
10.	Committee Nominations: Susan O’Shea-Folgar of 72 Shore Drive, and Jeff Parker of 315 Plainfield Road to the White Pond Advisory Committee for a term to expire on April 30, 2023.
11.	Committee Appointments: Adrienne Boardman of 110 Hillcrest Road to the Bruce Freeman Rail Trail Advisory Committee for a term to expire on April 30, 2023.
12.	Committee Reappointments: James Burns of 1515 Main Street to the Concord Housing Development Corporation for a term to expire on April 30, 2023.
13.	Committee Liaison Reports
14.	Miscellaneous Correspondence
15.	Public Comments
16.	Adjourn

ADMINISTRATIVE CODE
Library Committee

A. Membership

The Library Committee is comprised of seven (7) members appointed by the Board of Selectmen in accordance with Section 2 of the Town Charter. Members are appointed for staggered three-year terms.

B. Duties and Responsibilities

1. Provide policy guidance to the Library Director relative to the provision of library services for the community. Make recommendations concerning the hours of operation for the libraries and concerning general operations.
2. Provide recommendations to the Town Manager concerning the general operation of the libraries, consistent with applicable law and regulations. Review on-going operations regularly and suggest improvements in operations to more efficiently utilize resources or improve service to patrons.
3. Assist the Library Director in developing a comprehensive financial operating plan to be recommended to the Town Manager. The plan should include revenue from all sources, including gifts, grants, donations, fines, and other income. Review grant applications concerning library services prior to submittal.
4. Provide a liaison to the Library Trustees and consider issues concerning facilities under the control of the Trustees. Review and comment upon the impact of building needs and building plans upon current library operations.
5. Establish policies concerning acquisition, circulation, retention and preservation of library materials. Establish a schedule of fines and fees relative to library services, to be reviewed from time to time. Recommend methods of using new technologies to improve service and enhance operations.
6. Assist the Library Director with any special studies relating to library services as needed.
7. Serve as the Town's liaison with other governmental units, institutions and private groups in matters concerning library services.
8. Submit an Annual Report on library activities for incorporation into the Annual Town Report.

9. With the approval of the Board of Selectmen, appoint such special advisory committees to examine specific aspects of library service as may be desirable from time to time. Such special advisory committees are intended to draw upon resources available in the community and may include citizens who are not currently members of the Library Committee.
10. Comply with the requirements of the Open Meeting Law, Public Records Law, Conflict of Interest Law, and all other regulations and laws of the Commonwealth and the Town of Concord.

C. Relationship with Library Staff

The Library Director is appointed by the Town Manager and shall have responsibility for the day-to-day operation of the Library. The Town Manager is responsible for supervising all Town staff, in accordance with relevant bylaws, regulations, and personnel policies. The Library Committee shall assist the Library Director in ensuring the effective operation of the Library by providing policy guidance and recommendations.

The Library Director is expected to attend meetings of the Library Committee, to keep the Committee informed of general activities within the Libraries, and to seek the Committee's guidance concerning operation of the libraries.

The Committee shall provide input to the Town Manager concerning the Library Director's performance at the time of the annual performance evaluation for managerial staff.

Due to the unique historical and cultural qualities of the Concord Free Public Library, and due to the critical role the Library, and due to the critical role the Library Director plays in maintaining a spirit of cooperation and collaboration between the Library Committee, the Library Corporation, staff and volunteers, the selection of an appropriately skilled Library Director is essential to the department's effective performance of its mission. Therefore, the Town Manager agrees to consult with the Library Committee prior to and during the course of the recruitment for a permanent Library Director.

ADMINISTRATIVE CODE
Library Committee

A. Membership

~~The Library Committee is comprised of seven (7) members appointed by the Board of Selectmen in accordance with Section 2 of the Town Charter. Members are appointed for staggered three-year terms.~~

The Library Committee is comprised of a minimum of seven (7) members appointed by the Select Board in accordance with Section 2 of the Town Charter. Members are appointed for staggered three-year terms. Every effort shall be made to ensure that Committee membership is as representative of the wide range of the community as possible.

B. Duties and Responsibilities

1. Provide policy guidance to the Library Director relative to the provision of library services for the community. Make recommendations concerning the hours of operation for the libraries and concerning general operations.
2. Provide recommendations to the Town Manager concerning the general operation of the libraries, consistent with applicable law and regulations. Review on-going operations regularly and suggest improvements in operations to more efficiently utilize resources or improve service to patrons.
3. Assist the Library Director in developing a comprehensive financial operating plan to be recommended to the Town Manager. The plan should include revenue from all sources, including gifts, grants, donations, fines, and other income. Review grant applications concerning library services prior to submittal.
4. Provide a liaison to the Library Trustees and consider issues concerning facilities under the control of the Trustees. Review and comment upon the impact of building needs and building plans upon current library operations.
5. Establish policies concerning acquisition, circulation, retention and preservation of library materials. Establish a schedule of fines and fees relative to library services, to be reviewed from time to time. Recommend methods of using new technologies to improve service and enhance operations.
6. Assist the Library Director with any special studies relating to library services as needed.
7. Serve as the Town's liaison with other governmental units, institutions and private groups in matters concerning library services.
8. Submit an Annual Report on library activities for incorporation into the Annual Town Report.
9. With the approval of the ~~Board of Selectmen~~ Select Board, appoint such special advisory committees to examine specific aspects of library service as may be desirable from time to time. Such special advisory committees are intended to draw upon resources available in the community and may include citizens who are not currently members of the Library Committee.

10. Comply with the requirements of the Open Meeting Law, Public Records Law, Conflict of Interest Law, and all other regulations and laws of the Commonwealth and the Town of Concord.

C. Relationship with Library Staff

The Library Director is appointed by the Town Manager and shall have responsibility for the day-to-day operation of the Library. The Town Manager is responsible for supervising all Town staff, in accordance with relevant bylaws, regulations, and personnel policies. The Library Committee shall assist the Library Director in ensuring the effective operation of the Library by providing policy guidance and recommendations.

The Library Director is expected to attend meetings of the Library Committee, to keep the Committee informed of general activities within the Libraries, and to seek the Committee's guidance concerning operation of the libraries.

A standing invitation shall be issued for a representative of the Library Corporation to provide an update to and communicate with the Library Committee as a standing part of the Committee agenda.

The Committee shall provide input to the Town Manager concerning the Library Director's performance at the time of the annual performance evaluation for managerial staff.

Due to the unique historical and cultural qualities of the Concord Free Public Library, and due to the critical role the Library, and due to the critical role the Library Director plays in maintaining a spirit of cooperation and collaboration between the Library Committee, the Library Corporation, staff and volunteers, the selection of an appropriately skilled Library Director is essential to the department's effective performance of its mission. Therefore, the Town Manager agrees to consult with the Library Committee prior to and during the course of the recruitment for a permanent Library Director.

Committee Volunteer Policy Outline (Draft)

Policy scope: The points below focus on Select Board nominated boards and committees, but the process steps could apply to town manager and town moderator appointed ones as well, with some role/responsibility adjustments.

Policy objective: Fully staff town boards and committees with qualified members that represent the community

The responsible party proposed for each task (or group of tasks) is listed in brackets.

- 1) Develop candidate pool
 - a. Educate citizens about opportunities and benefits of serving
 - i. Recruitment microsite
 1. Recruitment video(s) [Minuteman Media Network]
 2. Current vacancies [administrative staff]
 3. Link to online green card [administrative staff]
 - ii. Committee “fair” or other town events [Select Board, with Town Manager support]
 - iii. Regular Select Board agenda item listing current unexpired term / long term openings [administrative staff]
 - b. Solicit green card submissions
 - i. Annual Town Meeting/Special Town Meetings – announced during the meeting and highlighted in Town Meeting materials [town moderator]
 - ii. Social media outreach [communications director]
 - iii. Targeted communications when specific openings and/or skills needed [board/committee chair supported by town staff]
 - iv. At the beginning of committee meetings where there are current openings [board/committee chair]
 - c. Acknowledge green card submissions [administrative staff]
- 2) Manage reappointments
 - a. Confirm interest [board/committee chair]
 - b. Confirm eligibility
 - i. Term available for reappointments [administrative staff]
 - ii. Still a resident [administrative staff]
 - c. Handle exceptions (reappointment for an additional term) [Select Board]
 - i. Longstanding opening
 - ii. Special skills
- 3) Identify vacancies
 - a. Regular (committee member’s term ends) [administrative staff]
 - b. Unexpired terms (committee member resigns) [Select Board liaison]
- 4) Identify candidates
 - a. Select from green card pool [administrative staff]
 - i. Determine eligibility

- ii. Review cards that identify other committee preferences as necessary [committee chair/Select Board liaison - how could this be facilitated?]
 - iii. Confirm continued interest
 - iv. Route card to committee chair and Select Board liaison
 - b. Recruit from the public
 - i. Advertise current openings [administrative staff]
 - ii. Reach out to personal contacts [board and committee members]
 - iii. Direct interested parties to online green card system [all]
 - c. Invite candidate to attend one or more meetings [committee chair]

Milestone: Green card is in place for all members, except for staff serving in official roles

- 5) Interview candidates (if needed) [committee chair and other committee members as needed; Select Board liaison; Town staff (if applicable)]
 - a. Introduce candidate at committee meeting (optional)
- 6) Select candidates
 - a. Confer on nominations [committee chair, Select Board liaison, town staff, or subcommittee formed for selection]
 - i. Evaluate qualifications, taking range of desired committee member skills and diverse representation of citizens into account
 - ii. Contact selected candidates to confirm availability
 - b. Notify any non-selected candidates and encourage them to consider another committee [committee chair or Select Board liaison]
 - c. Notify Select Board Chair and town staff to place nomination on Select Board agenda [Select Board liaison]
- 7) Appoint members
 - a. Nominate members (initial Select Board meeting) [Select Board]
 - b. Appoint members (second Select Board meeting) [Select Board]
- 8) Orient members
 - a. Send committee handbook [administrative staff]
 - b. Governance (open meeting law, public records and ethics) training [town clerk]
 - c. Meet with new member to discuss committee charge/regulatory authority and meeting procedures [committee chair/town staff]
- 9) Develop committee member skills and ensure governance compliance
 - a. Remind members of requirement to re-take online ethics training biannually [town clerk]
 - b. Track compliance with ethics training requirements; follow up when needed to ensure compliance [administrative staff]
 - c. Notify members of domain-specific training/enrichment opportunities (Massachusetts Municipal Association, Citizen Planner Training Collaborative, ...) and pay for sessions as needed [town staff associated with the board/committee]
- 10) Recognize members' contributions
 - a. Annual appreciation event [Select Board]
 - b. Chairs' breakfast recognition [Select Board/committee chairs]
 - c. Member "swag" [?]

- d. Recognition awards / certificates [?]
 - e. Volunteer of the year(?)
- 11) Maintain member data [administrative staff]
- a. Update committee/board roster on town website with roles and term expiration dates
 - b. Update green card database to reflect committee assignments
 - c. Enter any physical green card submissions into online database
 - d. Periodically (semiannually?) review green card entries
 - i. Contact candidates whose submissions are expired (more than 3[?] years old) to confirm
 - ii. Purge entries that are no longer valid
 - iii. Send a list of interested volunteers to each committee chair