



# Council Agenda

Council Chambers  
Windsor Town Hall  
November 19, 2018



## 7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Councilor O’Reilly
3. PLEDGE OF ALLEGIANCE – Councilor O’Reilly
4. PROCLAMATIONS/AWARDS
5. PUBLIC COMMUNICATIONS AND PETITIONS  
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
  - a) Public Building Commission
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
12. NEW BUSINESS
  - a) \*Approve Library Services job position descriptions (Town Manager)
  - b) \*Refer Public Safety Complex to Public Building Commission for implementation and oversight (Town Manager)
  - c) \*Approve accepting \$27,442 from the Metropolitan District Commission and authorize these funds be placed in Capital Project No. 9030, Pavement Management, to be utilized for the pavement rehabilitation of East Street (Town Manager)
  - d) \*Approve an appropriation of \$75,000 from the Capital Project Fund Assigned Fund Balance to fund the Goslee Pool Improvement Project (Town Manager)
  - e) Town Manager Annual Performance Evaluation (Councilor O’Reilly)




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13. \*RESIGNATIONS AND APPOINTMENTS
  14. MINUTES OF PRECEDING MEETINGS
    - a) \*Minutes of the November 5, 2018 Regular Town Council Meeting
  15. PUBLIC COMMUNICATIONS AND PETITIONS  
(Three minute limit per speaker)
  16. EXECUTIVE SESSION
    - a) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee (Town Manager's evaluation)
  17. ADJOURNMENT
- ★Back-up included

## Agenda Item Summary

Date: November 19, 2018

To: Honorable Mayor and Members of the Town Council

Prepared By: Amelia Bliss, Human Resources Director

Reviewed By: Peter Souza, Town Manager 

Subject: Amend and Approve Library Job Descriptions

### Background

The Library includes the unaffiliated, full-time positions of Library Assistant, Librarian, Lending Services Manager, Library Branch Manager, Head of Reference and Technical Services, and Library Director.

Both the Library and Human Resources staff are proposing a number of changes to these job descriptions to ensure the duties, education and experience reflected in the job descriptions align with the town's needs. The proposed changes reflect the current duties of the positions and include sections for required competencies, physical qualifications and work environment. Staff is also proposing to create two job descriptions entitled Children's Services Librarian and Information Technology Librarian.

### Discussion/Analysis

The proposed amendments are intended to more accurately reflect the changes that have occurred in the duties and expectations of the positions, changes that were identified during the classification and compensation study through the job analysis questionnaire, and the addition of "Competencies" and "Physical Demands and Work Environment" sections where needed. The most significant changes proposed to the job descriptions are:

#### *Library Director*

- Adding duties related to working with the Windsor Library Advisory Board.
- Increasing the required experience from a minimum of five years to seven years to be in keeping with the other positions in pay grade 10, as was determined in the classification and compensation study.
- Adding knowledge and skill in the use of MS Office applications (Excel, Word, Outlook), the Internet, social media and library database software.
- Adds competencies and updates physical demands and work environment sections.

#### *Head of Reference and Technical Services*

- Changes the title to reflect library industry standards.
- Clarifies specific supervisory duties.
- Adds duties related to new technology and adds MS Office applications (Excel, Word, Outlook), the Internet, social media and library database software.

- Updates the minimum qualifications to specify a minimum of two years supervisory experience.
- Adds competencies related to leadership, supervision and technical abilities and updates physical demands and work environment sections.

#### *Library Branch Manager*

- Clarifies specific supervisory and other duties.
- Adds duties related to new technology and adds MS Office applications (Excel, Word, Outlook), the Internet, social media and library database software.
- Increases the required experience from a minimum of one year of library experience to four years with at least two years supervisory experience.
- Adds competencies related to leadership, supervision and technical abilities and updates physical demands and work environment sections.

#### *Lending Services Manager*

- Adds duties related to new technology and adds MS Office applications (Excel, Word, Outlook), the Internet, social media and library database software.
- Increases the required experience from a minimum of one year of library experience to three years with at least one year of supervisory experience.
- Adds competencies related to leadership, supervision and technical abilities.

#### *Librarian*

- Adds duties related to new technology and adds MS Office applications (Excel, Word, Outlook), the Internet, social media and library database software.
- Increases the required experience from a minimum of one year of library experience to two years experience.
- Adds competencies section and updates physical demands and work environment sections.

#### *Library Assistant*

- Clarifies administrative duties and deletes librarian duties that are not currently performed or expected of the position.
- Decreases requirement from bachelor's degree with one year of experience to an associate's degree and two years of experience.
- Adds knowledge of MS Office applications (Excel, Word, Outlook), the Internet, social media and library database software.
- Adds competencies section and updates physical demands and work environment sections.

For a number of years the Librarian job description has been used for two positions. One position has focused on information technology services and the other has been responsible for overseeing children's services and programs. At this time two new job descriptions are proposed to better reflect the changes that have occurred in the duties and expectations of each position. The adopted classification and compensation study included job titles for these positions and at this time staff is presenting the job descriptions for consideration. Although the proposed titles are different than the adopted pay plan, the positions would remain in the same pay grade as the adopted pay plan.

### *Children's Services Librarian*

- Creates the position title of Children's Services Librarian (eliminates current title of Children's Librarian.)
- Minimum qualifications include one year to three years' experience in library operations and adds supervisory experience and experience working with children preferred.
- Includes responsibility for supervision of staff and oversight of programs and services in the Children's Department.
- Clarifies the position's duties and responsibilities within Library Services.
- Includes competencies and updates physical demands and work environment sections.

In the past the Librarian job description have been used for this position. This position has supervisory responsibilities for part-time staff and other Librarian positions do not. Therefore, the classification and compensation study placed this position in a higher pay grade and added the title of Children's Librarian to the pay plan to differentiate it from the Librarian position.

### *Information Technology Librarian*

- Creates the position of Information Technology Librarian (eliminates the current title of Technical Services Librarian.)
- Minimum qualifications include a Bachelor's degree in information technology and two years' experience in information technology and library services.
- Acknowledges more complex technical duties associated with this position.
- Clarifies the position's duties and responsibilities within Library Services.
- Includes competencies and updates physical demands and work environment sections.

In the past the Librarian job description have been used for this position. The main duties and responsibilities of this position are to implement, maintain and support the library's computer and information technology services. Therefore, the classification and compensation study differentiated it from the Librarian position and recommended a change in the title. The proposed job title and job description reflect the current job responsibilities.

### Financial Impact

None

### Other Board Action

None

### Recommendations

If the Town Council is in agreement, the following motion is recommended for approval:

**“MOVE that the job descriptions for the positions of Children's Services Librarian, Information Technology Librarian, Library Director, Head of Reference and Technical Services Librarian, Library Branch Manager, Lending Services Librarian, Librarian, and Library Assistant be approved as presented.”**

### Attachments

Proposed job descriptions

# Children's Services Librarian Job Description

# **TOWN OF WINDSOR POSITION DESCRIPTION**

**Job Title:** Children's Services Librarian  
**Department:** Library Services  
**Reports To:** Library Director  
**FLSA Status:** Exempt  
**Approved By:** Town Council  
**Approved Date:** November 2018

## **GENERAL PURPOSE**

Performs a variety of complex and routine supervisory, administrative and technical work in planning, organizing, implementing and overseeing the programs and services of the children's department of the library. Performs work in a manner consistent with the town's service excellence expectations.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Manages and supervises children's department operations to achieve goals within available resources; plans and organizes workloads; recruits, hires, trains, motivates, and evaluates assigned staff and volunteers. Schedules work assignments and assists staff in the performance of their duties as needed.
- Selects and catalogs the general collection of books, periodicals, , newspapers, manuscripts, pamphlets, non-print materials such as CDs, DVDs, electronic books, online subscription databases, computer equipment, software, supplies and other items contained in the library; reviews and keeps abreast of major selection tools for library materials;; identifies books, periodicals and collections which are outdated or not used, and recommends removal and disposition.
- Assists patrons in person, by phone and via email in the selection of children's library materials, reference guidance, use of computers, electronic equipment and all multi-media items; processes holds and compiles bibliographies on selected topics.
- Provides professional advice on library issues to senior staff, and makes presentations.
- Communicates official plans, policies and procedures to staff and the general public.
- Develops and maintains partnerships with public and private schools, as well as childcare agencies, town departments and other organizations to develop collaborative programs and services.
- Assures that assigned areas of responsibility are performed within budget; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Organizes and conducts special informational, educational and recreational programs and activities for children and their families throughout the year, such as story time activities; summer reading programs, STEM/STEAM and various programs for Pre-K -5<sup>th</sup> grade..
- Prepares a variety of reports and maintains necessary operating records.
- Performs community outreach, produces newsletters, press releases, and brochures; uses marketing strategies including social media to increase awareness of library programs, products and services.

## **ADDITIONAL DUTIES**

- Performs a variety of miscellaneous duties such as assisting with library facilities and equipment, answering phone, running errands, making arrangements for use of library facilities.
- Serves as a member of various employee, community and regional committees; participates in and conducts meetings, seminars and training sessions.
- Performs related work as required.

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## **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

- Innovative – Enjoys discovering new ways to expand or improve an operation or services to the town.
- Leadership/Supervisory – Has natural abilities to motivate people to want to follow his/her lead. Capacity to articulate concepts related to library services and convey an understanding of their value and importance to employees and the public. Effectively manages staff and volunteers, providing personalized coaching, project guidance and timely performance evaluations, feedback, disciplinary actions, and praise.
- Technical – Ability to collect, measure, synthesize and analyze data; use computer technology to manage and coordinate and present the results in an appropriate way to different types of audiences.
- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; exhibits sound and accurate judgment.
- Interpersonal Skills – Is tactful but firm. Is respectful with the ability to establish effective working relationships with staff, community organizations, governmental agencies and the public. Ability to express ideas effectively in oral and written forms and has the ability to be innovative and receptive to new ideas. Listens to others without interrupting. Shows respect and sensitivity for cultural differences.
- Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.
- Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Quality Management - Demonstrates accuracy and thoroughness.



## **MINIMUM QUALIFICATIONS**

### *Education and Experience*

- Master's degree in library science with three years experience in library operations with supervisory experience and experience working with children desired; or
- Any equivalent combination of education and experience.

### *Necessary Knowledge, Skills and Abilities*

- Considerable knowledge of the principles and practices of modern library systems and programs; thorough knowledge of library collection classification and selection tools and techniques; good knowledge of online and hard copy reference materials; good knowledge of books, authors and audio visual materials. Knowledge of computer technology, principles and practices of office management, work organization and supervision.
- Skill in operation of listed tools and equipment.
- Ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with patrons, other employees, civic groups and the general public; ability to work with diverse cultural and age groups; ability to accurately classify and catalog library materials.
- Knowledge and skill in the use of MS Office applications (Excel, Word, Outlook), the Internet, social media and library database software
- Ability to effectively supervise staff in accordance with town policies and procedures.

### *Special Requirements*

- Valid driver's license or ability to obtain one.
- Must pass background check

## **TOOLS AND EQUIPMENT USED**

Library computer system; personal computer,; calculator; copy and fax machine; audiovisual equipment; building systems (adjusting elevator, HVAC, etc.) phone; automobile.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Must be able to sit and stand at work stations for extended periods. Must have mobility to assist patrons, shelve and retrieve library materials from high and low locations, and perform required administrative tasks. Ability to travel to other town buildings and other locations as needed. Must be able to communicate effectively in person and over the telephone with the public and coworkers. Must be able to enter information into the computer and maintain manual records.
- The employee must occasionally lift and/or move up to 30 pounds and push or pull book carts

that require 30 pounds of force to move. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus in order to monitor patron activities, inspect documents, read written materials, and verify data.

- The noise level in the work environment is generally quiet with background sounds from customers, coworkers, and office machines. Occasionally required to drive to other town offices under possible adverse weather conditions, including extreme heat and cold.

*The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Windsor and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.*

# Head of Reference and Technical Services Job Description

# TOWN OF WINDSOR POSITION DESCRIPTION

**Job Title:** Head of Reference and Technical Services Librarian  
**Department:** Library Services  
**Reports to:** Library Director  
**FLSA Status:** Exempt  
**Approved By:** Town Council  
**Approved Date:** ~~September 17, 2012~~ November 2018

## GENERAL PURPOSE

Performs a variety of complex and routine supervisory, administrative and technical work in planning, organizing implementing, and overseeing the programs and services of the reference and technical services departments of the library. ~~technical and administrative tasks necessary in the operation of the library system.~~ Performs work in a manner consistent with the town's service excellence expectations.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages and supervises reference and technical services department operations to achieve goals within available resources; plans and organizes workloads; ~~R~~recruits, hires, disciplines, trains, motivates, and evaluates staff of reference, and teen and technical services divisions including full and part time librarians, ~~technical services,~~ interns and volunteers. Schedules work assignments and assists staff in the performance of their duties.
- Selects and oversees purchasing and cataloging of - the general collection of books, periodicals, ~~tapes, disks,~~ newspapers, manuscripts, pamphlets, non print materials such as CDs, DVDs, electronic books, online subscription databases, computer equipment, software, supplies and other items contained in the library.; ~~R~~Reviews and keeps abreast of major selection tools for library materials; ~~prepares library purchase orders;~~ identifies books, periodicals and collections which are outdated or not used, and recommends removal and disposition.
- Assists patrons in person, by phone and via email in the selection and use of library materials, reference guidance, use of computers, other electronic devices and bibliographic instruction; processes holds and in-house reference work; compiles bibliographies on selected topics. Proctors tests for students.
- Provides professional advice on library issues to senior staff, and makes presentations.
- ~~Devises and e~~Communicates and explains official plans, policies and procedures to staff and the general public.
- Assures that assigned areas of responsibility are performed within budget; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Organizes and conducts special informational, educational and recreational programs and activities for adult and teen patrons throughout the year, such as ~~book sales,~~ reading programs, library tours, computer classes, cultural events, etc.
- Prepares a variety of reports and maintains necessary operating records.

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- Performs community outreach, produces newsletters and press releases, uses marketing strategies including social media to increase awareness of library programs, products and services.
- ~~Recruits, hires, disciplines, trains, motivates, and evaluates staff of reference and teen librarians, technical services, interns and volunteers. Schedules work assignments and assists staff in the performance of their duties.~~

### ADDITIONAL DUTIES

- Performs a variety of miscellaneous duties such as assisting with library facilities and equipment, answering phone, running errands, making arrangements for use of library facilities.
- Serves as a member of various employee, community and regional committees; participates in and conducts meetings, seminars and training sessions.
- ~~Prepares a variety of reports and maintains necessary operating records.~~
- Performs related work as required.

### COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Innovative – Enjoys discovering new ways to expand or improve an operation or services to the town.

Leadership/Supervisory – Has natural abilities to motivate people to want to follow his/her lead. Capacity to articulate concepts related to library services and convey an understanding of their value and importance to employees and the public. Effectively manages staff and volunteers, providing personalized coaching, project guidance and timely performance evaluations, feedback, disciplinary actions, and praise.

Technical – Ability to collect, measure, synthesize and analyze data; use computer technology to manage and coordinate and present the results in an appropriate way to different types of audiences.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; exhibits sound and accurate judgment.

Interpersonal Skills -- Tactful but firm. Is respectful with the ability to establish effective working relationships with staff, community organizations, governmental agencies and the public. Ability to express ideas effectively in oral and written forms and has the ability to be innovative and receptive to new ideas. Listens to others without interrupting. Shows respect and sensitivity for cultural differences.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

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Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Quality Management - Demonstrates accuracy and thoroughness.

## **DESIRED-MINIMUM QUALIFICATIONS**

### *Education and Experience*

- Master's degree in library science with four years experience in library operations and at least two years of supervisory experience; or
- Any equivalent combination of education and experience.

### *Necessary Knowledge, Skills and Abilities*

- Considerable knowledge of the principles and practices of modern library systems and programs; thorough knowledge of library collection classification and selection tools and techniques; good knowledge of online and hard copy reference materials; good knowledge of books, authors and audio visual materials. Knowledge of current cataloging principles and cataloging trends. Knowledge of computer technology, principles and practices of office management, work organization and supervision.
- Skill in operation of listed tools and equipment.
- ~~Good~~<sup>A</sup> ability to communicate effectively verbally and in writing; ~~good~~ ability to establish and maintain effective working relationships with patrons, other employees, civic groups and the general public; ability to work with diverse cultural and age groups; ~~good~~ ability to accurately classify and catalog library materials.
- Knowledge and skill in the use of MS Office applications (Excel, Word, Outlook), the Internet, social media and library database software.~~the Internet, spreadsheet software, word processing software, and email.~~
- Ability to effectively supervise staff in accordance with town policies and procedures.

### *Special Requirements*

- Valid driver's license or ability to obtain one.
- Must pass background check.~~Background checks will be performed.~~

## **TOOLS AND EQUIPMENT USED**

Library computer system; personal computer, ~~including word processing and database management software~~; calculator; copy and fax machine; audiovisual equipment; building systems (adjusting elevator, HVAC, etc.) phone; automobile.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

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*job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Must be able to sit and stand at work stations for extended periods. Must have mobility to assist patrons, shelve and retrieve library materials from high and low locations, and perform required administrative tasks. Ability to travel to other town buildings and other locations as needed. Must be able to communicate effectively in person and over the telephone with the public and coworkers. Must be able to enter information into the computer and maintain manual records.
- The employee must occasionally lift and/or move up to 30 pounds and push or pull book carts that require 30 pounds of force to move. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. in order to monitor patron activities, inspect documents, read written materials, and verify data.
- The noise level in the work environment is generally ~~moderate.~~ quiet with background sounds from customers, coworkers, and office machines. Occasionally required to drive to other town offices under possible adverse weather conditions, including extreme heat and cold.

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**Information Technology  
Librarian  
Job Description**



# **TOWN OF WINDSOR POSITION DESCRIPTION**

**Job Title:** Information Technology Librarian  
**Department:** Library Services  
**Reports To:** Library Director  
**FLSA Status:** Exempt  
**Approved By:** Town Council  
**Approved Date:** November 2018

## **GENERAL PURPOSE**

Performs a variety of complex and routine technical and administrative work to implement, maintain, and support the library's computer and information technology services necessary in the operation of the library system.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Maintains the library Local Area Network (LAN), computers and related peripherals. Performs software and equipment upgrades, new installations and backups.
- Provides technical support and training to staff and the public on use of computers and other electronic devices and equipment; prepares instruction manuals as needed.
- Assists in the procurement of computer equipment, software and supplies; coordinates and assists in the installation of computer equipment including software, processors, printers and peripheral equipment.
- Assists patrons in the selection of library materials, reference guidance, use of computers, checking out materials and in-house reference work.
- Provides technical and professional advice on technology needs and issues to the Library Director and senior staff; makes presentations, prepares reports and recommendations.
- Communicates official plans, policies and procedures to staff and the general public.
- Assures that assigned areas of responsibility are performed within budget; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, materials, facilities and time.
- Organizes and conducts special informational, educational and recreational programs and activities for patrons throughout the year, such as computer classes, one-on-one technical assistance on personal devices, etc.
- Responds to information requests from staff and library patrons; collects and analyzes various data from databases, programs and files; assists with and prepares a variety of reports including budget information and the annual library report; maintains necessary operating records.
- Performs community outreach, produces newsletters and press releases, uses marketing strategies including social media to increase awareness of library programs and services.

## **ADDITIONAL DUTIES**

- Performs a variety of miscellaneous duties such as assisting at the public desk and with library facilities, answering phone, running errands, making arrangements for use of library meeting rooms.

- Serves as a member of various employee, community and regional committees; participates in and conducts meetings, seminars and training sessions.
- Performs related work as required.

## **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

- **Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; exhibits sound and accurate judgment.
- **Interpersonal Skills** - Is respectful with the ability to establish effective working relationships with staff, community organizations, governmental agencies and the public. Ability to express ideas effectively in oral and written forms and has the ability to be innovative and receptive to new ideas. Listens to others without interrupting. Shows respect and sensitivity for cultural differences.
- **Customer Service** - Responds promptly to customer needs; Responds to requests for service and assistance with tact, fairness, respect and sensitivity; Meets commitments.
- **Organizational Support** - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values, and is an effective team player.
- **Attendance/Punctuality** - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- **Quality Management** - Demonstrates accuracy and thoroughness.
- **Quantity** - Meets productivity standards; Completes work in timely manner and uses time efficiently.

## **MINIMUM QUALIFICATIONS**

### *Education and Experience*

- Bachelor's degree in library science, computer science, or liberal arts with with two years experience in information technology and library services ; or
- Any equivalent combination of education and experience.

### *Necessary Knowledge, Skills and Abilities*

- Knowledge of the principles and practices of modern library systems and programs. Knowledge of computer technology, principles and practices of office management, work organization and supervision.
- Skill in operation of listed tools and equipment.

- Ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with patrons, other employees, civic groups and the general public; ability to work with diverse cultural and age groups .
- Knowledge and skill in the use of MS Office applications (Excel, Word, Outlook, PowerPoint, Publisher), the Internet, social media and library database software.
- Knowledge and skill in use of computer systems, office automation and computer hardware and software applications; working knowledge of local area networks (LAN).
- Ability to install and operate a variety of software programs; ability to maintain existing software programs and computer systems; ability to troubleshoot common hardware and software problems.

#### *Special Requirements*

- Valid driver's license or ability to obtain one.
- Must pass background check.

#### **TOOLS AND EQUIPMENT USED**

Library computer system; personal computer; tablets and electronic devices; calculator; copy and fax machine; audiovisual equipment; building systems (adjusting elevator, HVAC, etc.) phone; automobile.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must be able to sit and stand at work stations for extended periods. Must have mobility to assist patrons, shelve and retrieve library materials from high and low locations and perform required administrative tasks. Must have ability to perform physical activities required to move, install, connect, and operate computers, printers, and other technical equipment. Ability to travel to other town buildings and other locations as needed. Must be able to communicate effectively in person and over the telephone with the public and coworkers. Must be able to enter information into the computer and maintain manual records. The employee must occasionally lift and/or move up to 30 pounds and push or pull carts that require 30 pounds of force to move.. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus in order to monitor patron activities, inspect documents, read written materials, and verify data.

- The noise level in the work environment is generally quiet with background sounds from customers, coworkers, and office machines. Occasionally required to drive to other town offices under possible adverse weather conditions, including extreme heat and cold.

*The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Windsor and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.*

# Lending Services Manager Job Description

# TOWN OF WINDSOR POSITION DESCRIPTION

**Job Title:** Lending Services Manager  
**Department:** Library Services  
**Reports To:** Library Director  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** May, 2009  
**Approved By:** Town Council  
**Approved Date:** ~~May 4, 2009~~ November 2018

## GENERAL PURPOSE

Performs a variety of complex and routine supervisory, administrative and technical work in planning, organizing, implementing, and overseeing ~~coordinating, and supervising~~ the programs and activities of lending services department of the library ~~at the Main Library~~. Performs work in a manner consistent with the town's service excellence expectations.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages and supervises circulation operations to achieve goals within available resources; plans and organizes workloads and staff assignments; recruits, hires, trains, motivates and evaluates assigned staff and volunteers; reviews progress and directs changes as needed. Assists staff in the performance of their duties as needed.
- Assures that assigned areas of responsibility are performed within budget; monitors revenues and expenditures in assigned area to assure sound fiscal control; assists in preparing annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Provides professional advice on lending services issues to senior library staff, and Library Department ~~Director~~; prepares a variety of studies, reports and related information for decision-making purposes; communicates official plans, policies and procedures to staff and the general public.
- Works with ~~Local Library Consortia~~ integrated library services provider and other organizations to improve productivity and access with technology such as automated circulation, and various on-line applications;
- ~~p~~Promotes interest in new products and services through program brochures, outreach programs with various community groups, and other marketing; makes presentations to senior staff, ~~town council~~, citizens groups, students, and business and civic organizations.
- Assures that circulation equipment is maintained properly, and coordinates maintenance and repair functions; procures necessary materials and supplies.
- Assists patrons in the selection of materials, reference guidance, checking out materials and in-house reference work.
- May assist with special programs for patrons, including assistance in scheduling, publicity, refreshments, reservations, setting up, etc.

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## ADDITIONAL DUTIES

- Serves as a member of various employee, community and regional committees; participates in and conducts meetings, seminars and training sessions.
- Performs a variety of miscellaneous duties such as assisting with library facilities and equipment, answering phone, running errands, making arrangements for use of library facilities.
- Prepares a variety of reports and maintains necessary operating records.
- Performs related work as required.

## COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Innovative – Enjoys discovering new ways to expand or improve an operation or services to the town.

Leadership/Supervisory – Has natural abilities to motivate people to want to follow his/her lead. Capacity to articulate concepts related to library services and convey an understanding of their value and importance to employees and the public. Effectively manages staff and volunteers, providing personalized coaching, project guidance and timely performance evaluations, feedback, disciplinary actions, and praise.

Technical – Ability to collect, measure, synthesize and analyze data; use computer technology to manage and coordinate and present the results in an appropriate way to different types of audiences.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; exhibits sound and accurate judgment.

Interpersonal Skills – Is tactful but firm. Is respectful with the ability to establish effective working relationships with staff, community organizations, governmental agencies and the public. Ability to express ideas effectively in oral and written forms and has the ability to be innovative and receptive to new ideas. Listens to others without interrupting. Shows respect and sensitivity for cultural differences.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Quality Management - Demonstrates accuracy and thoroughness.

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## MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### *Education and Experience*

Bachelor's degree in library science, computer science, business or public administration, with ~~four~~<sup>three</sup> years ~~supervisory~~ experience in a computerized library or records management setting ~~and one year of supervisory experience~~; or any equivalent combination of education and experience.

### *Necessary ~~Other Knowledge, Skills and~~, Abilities, and Qualifications*

- ~~Considerable knowledge of the principles and practices of modern library systems and programs; knowledge of library collection classification and selection tools and techniques; good knowledge of books, authors and audio visual materials. Knowledge of computer technology, principles and practices of office management, work organization and supervision. Knowledge of cataloging and classification practices and procedures including Dewey, AACRII, OCLC, circulation, and cataloging; working knowledge of the principles and practices of office management, work organization and supervision.~~
- Skill in operation of listed tools and equipment.
- Ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with patrons, other employees, civic groups and the general public; ability to work with diverse cultural and age groups.
- Knowledge and skill in the use of MS Office applications (Excel, Word, Outlook), the Internet, social media and library database software.

~~Ability to establish and maintain effective working relationships with other employees, patrons, community groups, boards and commissions and the public; ability to plan, organize, coordinate and implement a comprehensive circulation and cataloging system; ability to communicate effectively verbally and in writing.~~

- Ability to effectively supervise staff in accordance with town policies and procedures.

### *Special Requirements ~~Certificates, Licenses, Registrations~~*

- Valid driver's license or ability to obtain one, ~~and a good driving record.~~
- Must pass a background check.

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## TOOLS AND EQUIPMENT USED

Library computer system; personal computer; calculator; copy and fax machine; audiovisual equipment; building systems (adjusting elevator, HVAC, etc.) phone; automobile.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- ~~Must be able to both sit and stand at various work stations for extended periods. Must be able to communicate effectively in person and over the telephone.~~ Must have ~~physical ability~~ mobility to assist patrons, shelve and retrieve library materials from high and low locations, books, and ~~supervise others in performing these required~~ tasks. Ability to travel to other town buildings and other locations as needed. Must be able to communicate effectively in person and over the telephone with the public and coworkers. Must be able to enter information into the computer and maintain manual records.
- The employee must ~~Occasionally ability to~~ lift, carry and put away parcels weighing up to 230 pounds and push and pull book carts that require 30 pounds of force to move. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. in order to monitor patron activities, inspect documents, read written materials, and verify data.

## WORK ENVIRONMENT

~~Work is performed in an office setting.~~ The noise level in the work environment is usually quiet. with background sounds from customers, coworkers, and office machines. Occasionally required to drive to other town offices under possible adverse weather conditions, including extreme heat and cold.

*The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Windsor and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.*

**Effective Date: 5/5/09**

**Revision History: 9/00, 5/09**

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# Librarian Job Description

# TOWN OF WINDSOR POSITION DESCRIPTION

**Job Title:** Librarian  
**Department:** Library Services  
**Reports To:** Library Director  
**FLSA Status:** Exempt  
**Approved By:** Town Council  
**Approved Date:** ~~September 5, 2000~~ November 2018

## GENERAL PURPOSE

Performs a variety of complex and routine technical and administrative ~~tasks~~ work necessary in the operation of the library system. Performs work in a manner consistent with the town's service excellence expectations.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Selects and catalogs the general collection ~~of the general collection~~ of books, periodicals, ~~pictures, tapes, disks,~~ newspapers, manuscripts, pamphlets, non print materials such as CDs, DVDs, electronic books, online subscription databases, computer equipment, software, supplies and other items contained in the library; reviews and keeps abreast of major selection tools; ~~prepares library purchase orders; reviews~~ identifies books, periodicals and collections which are outdated or not used, and recommends removal and disposition.
- Assists patrons in person, by phone and via email in the selection of library materials, reference guidance, use of computers, other electronic devices and bibliographic instruction; processes ~~inter-library loans~~ holds and in-house reference work; compiles bibliographies on selected topics. Proctors tests for students.
- Provides professional advice on library issues to senior staff, and makes presentations.
- ~~Devises and e~~Communicates and explains ~~official~~ plans, policies and procedures to staff and the general public.
- Assures that assigned areas of responsibility are performed within budget; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, ~~personnel~~, materials, facilities and time.
- Organizes and conducts special informational, educational and recreational programs and activities for patrons throughout the year, such as ~~book sales~~, reading programs, library tours, computer classes, cultural events, etc.
- Prepares a variety of reports and maintains necessary operating records.
- Performs community outreach, produces newsletters and press releases, uses marketing strategies including social media to increase awareness of library programs, products and services.
- ~~Recruits; t~~Trains, motivates, and evaluates assigned ~~staff and~~ volunteers. Schedules work assignments and assists staff in the performance of their duties as needed.

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## ADDITIONAL DUTIES

- Performs a variety of miscellaneous duties such as assisting with library facilities and equipment, answering phone, running errands, making arrangements for use of library facilities.
- Serves as a member of various employee, community and regional committees; participates in and conducts meetings, seminars and training sessions.
- ~~Prepares a variety of reports and maintains necessary operating records.~~
- Performs related work as required.

## COMPETENCIES

- To perform the job successfully, an individual should demonstrate the following competencies:
- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; exhibits sound and accurate judgment.
- Interpersonal Skills - Is respectful with the ability to establish effective working relationships with staff, community organizations, governmental agencies and the public. Ability to express ideas effectively in oral and written forms and has the ability to be innovative and receptive to new ideas. Listens to others without interrupting. Shows respect and sensitivity for cultural differences.
- Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance with tact, fairness, respect and sensitivity; Meets commitments.
- Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values, and is an effective team player.
- Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Quality Management - Demonstrates accuracy and thoroughness.
- Quantity - Meets productivity standards; Completes work in timely manner and uses time efficiently.

## ~~DESIRED~~-MINIMUM QUALIFICATIONS

### *Education and Experience*

- Master's degree in library science with ~~one~~ two years experience in library operations; or

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- Any equivalent combination of education and experience.

#### *Necessary Knowledge, Skills and Abilities*

- Considerable knowledge of the principles and practices of modern library systems and programs; thorough knowledge of library collection classification and selection tools and techniques; good knowledge of on-line and hard copy reference materials; good knowledge of books, authors and audio visual materials. Knowledge of computer technology, principles and practices of office management, ~~work organization and supervision.~~
- Skill in operation of listed tools and equipment.
- Good ability to communicate effectively verbally and in writing; good ability to establish and maintain effective working relationships with patrons, other employees, civic groups and the general public; [good ability to work with diverse cultural and age groups](#); good ability to accurately classify and catalog library materials.
- Knowledge and skill in the use of MS Office applications (Excel, Word, Outlook), the Internet, social media and library database software.
- Ability to effectively supervise volunteers in accordance with town policies and procedures.

#### *Special Requirements*

- Valid ~~Connecticut~~ driver's license or ability to obtain one.
- Must pass background check.

#### **TOOLS AND EQUIPMENT USED**

Library computer system; personal computer, ~~including word processing and database management software~~; calculator; copy and fax machine; audiovisual equipment; building systems (adjusting elevator, HVAC, etc.) phone; automobile.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Must be able to sit and stand at work stations for extended periods. Must have mobility to assist patrons, shelve and retrieve library materials from high and low locations and perform required administrative tasks. Ability to travel to other town buildings and other locations as needed. Must be able to communicate effectively in person and over the telephone with the public and coworkers. Must be able to enter information into the computer and maintain manual records. ~~While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.~~

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The employee must occasionally lift and/or move up to ~~3025~~ pounds and push or pull book carts that require 30 pounds of force to move. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus: in order to monitor patron activities, inspect documents, read written materials, and verify data.

- The noise level in the work environment is generally ~~moderate~~ quiet , with background sounds from customers, coworkers, and office machines. Occasionally required to drive to other town offices under possible adverse weather conditions, including extreme heat and cold.

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# Library Assistant Job Description

## TOWN OF WINDSOR POSITION DESCRIPTION

**Job Title:** Library Assistant  
**Department:** Library Services  
**Reports To:** Library Director  
**FLSA Status:** Nonexempt  
**Approved By:** Town Council  
**Approved Date:** ~~September 5, 2000~~

### GENERAL PURPOSE

Performs a variety of ~~tasks~~ routine and complex and administrative work ~~in the design, coordination and to support the~~ operation of library services and programs. Performs work in a manner consistent with the town's service excellence expectations.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Carries out a variety of routine and complex administrative library duties such as entering payroll, entering vendor invoices for payment, preparing purchase orders, answering phones, purchasing supplies, and running errands.
- Maintains library personnel and vendor files; prepares all personnel action forms to implement employee status changes; establishes and maintains other filing systems as needed.
- ~~Assists with the design, coordination and operation of library products and services; assists in selecting and upgrading library materials; makes recommendations on improvements to products and services.~~
- ~~Orders and catalogs the general collection of books, periodicals, pictures, tapes, disks, newspapers, manuscripts, pamphlets and other items contained in the library; reviews and keeps abreast of major selection tools; prepares library purchase orders; reviews books, periodicals and collections which are outdated or not used, and recommends removal and disposition. Schedules use of library meeting rooms. Schedules equipment maintenance as needed.~~
- ~~Inspects new collection material upon arrival for quality and financial control purposes.~~
- ~~Assists patrons in the selection of library materials, reference guidance and checking out materials; processes in-house and inter-library loan requests.~~
- Prepares a variety of reports and maintains necessary operating records.
- Collects and maintains statistics on a variety of library functions and activities.
- Develops and implements various special library activities and programs throughout the year, such as volunteer appreciation luncheon, staff development training, and coordinated fire drills. ~~book sales, summer reading programs, etc.~~
- Performs community outreach and produces newsletter and other informational brochures to assists with marketing and to increase awareness of library programs, products and services~~ing.~~

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- ~~Assists in~~ Coordinates recruitment and placement of volunteers, hiring and training staff, conducting performance appraisals, scheduling work assignments, maintains list of volunteers and their work schedules, prepares and disseminates report of volunteer hours as needed. and assisting other staff in the performance of their duties.
- Assists patrons in the selection of library materials, reference guidance and checking out materials; processes in-house and inter-library loan requests.
- ~~Performs a variety of miscellaneous duties such as supplies procurement, running errands, answering phones, participates in meetings, seminars and training sessions, serves on various employee or other committees as assigned, making arrangements for use of library facilities, library facilities and equipment maintenance, etc.~~

## ADDITIONAL DUTIES

- Serves as a member of various employee committees; participates in meetings, seminars and training sessions.
- Performs related work as required.

## COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; exhibits sound and accurate judgment.

Interpersonal Skills - Is respectful with the ability to establish effective working relationships with staff, community, organizations, governmental agencies and the public. Ability to express ideas effectively in oral and written forms and has the ability to be innovative and receptive to new ideas. Listens to others without interrupting. Shows respect and sensitivity for cultural differences.

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance with tact, fairness, respect and sensitivity; Meets commitments.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; and is an effective team player.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Quality Management - Demonstrates accuracy and thoroughness.

Quantity - Meets productivity standards; Completes work in timely manner and uses time efficiently.

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## ~~DESIRED~~ MINIMUM QUALIFICATIONS

### *Education and Experience*

- ~~Bachelor's degree in library science, liberal arts, education or a closely related field, with one year experience in library operations~~ Associate's degree in business or general office practices, supplemented by two years responsible administrative and clerical experience; or
- Any equivalent combination of education and experience.

### *Necessary Knowledge, Skills and Abilities*

- Knowledge of modern office practices and recordkeeping; knowledge of computers and electronic data processing; ability to learn principles and practices of modern library systems and programs;~~Good knowledge of books, authors and audio-visual materials; working knowledge of the principles and practices of modern library systems and programs;~~ knowledge of reference sources.
- Skill in operation of listed tools and equipment.
- Ability to learn the use of audio-visual equipment and computers; good ability to communicate effectively verbally and in writing; good ability to interact effectively with children and parents; good ability to establish and maintain effective working relationships with patrons, other employees and the general public.; ability to work with diverse cultural and age groups; ability to accurately classify and catalog library materials.
- Knowledge and skill in the use of Microsoft Office Suite (Outlook, Word, Excel, Powerpoint, Publisher) the Internet, social media and database software.

### *Special Requirements*

- Valid ~~Connecticut~~ driver's license or ability to obtain one.
- Must pass a background check.

## TOOLS AND EQUIPMENT USED

Library computer system, ~~audio-visual equipment; arts and crafts materials;~~ personal computer, calculator; copy and fax machine; audiovisual equipment; building systems (adjusting elevator, HVAC, etc.) phone; automobile.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Must be able to sit and stand at work stations for extended periods. Must have mobility to assist patrons, shelve and retrieve library materials from high and low locations, and perform required administrative tasks. Ability to travel to other town buildings and other locations as needed. Must

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be able to communicate effectively in person and over the telephone with the public and coworkers. Must be able to enter information into the computer and maintain manual records.

- ~~• While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.~~

The employee must occasionally lift and/or move up to ~~25~~ 30 pounds and push or pull book carts that require 30 pounds of force to move.s. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus: in order to monitor patron activities, inspect documents, read written materials, and verify data.

- The noise level in the work environment is generally quiet with background sounds from customers, coworkers, and office machines. Occasionally required to drive to other town offices under possible adverse weather conditions, including extreme heat and cold. ~~-and occasionally noisy.~~

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# Library Branch Manager Job Description

# TOWN OF WINDSOR POSITION DESCRIPTION

**Job Title:** Library Branch Manager  
**Department:** Library Services  
**Reports To:** Library Director  
**FLSA Status:** Exempt  
**Approved By:** Town Council  
**Approved Date:** ~~September 5, 2000~~ November 2018

## GENERAL PURPOSE

Performs a variety of complex and routine supervisory, administrative and technical work in planning, organizing, implementing, and supervising the programs and services of the Wilson Branch Library. Performs work in a manner consistent with the town's service excellence expectations.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages and supervises branch operations to achieve goals within available resources; plans and organizes workloads and staff assignments; Recruits, hires, trains, motivates and evaluates assigned staff and volunteers; reviews progress and directs changes as needed. Assists staff in the performance of their duties as needed.
- Assures that assigned areas of responsibility are performed within budget; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Provides professional advice on branch issues to senior library staff and town manager; prepares a variety of studies, reports and related information for decision-making purposes; communicates official plans, policies and procedures to staff and the general public.
- Coordinates branch development and fundraising; solicits and accepts donations for the library.
- Manages ~~B~~branch circulation, assures that circulation equipment is maintained properly; coordinates maintenance and repair functions; procures necessary materials and supplies.
- Oversees the selection, purchasing and cataloging of the~~and~~ general collection of books and other items contained in the branch; reviews major selection tools; approves branch purchase orders; identifies ~~reviews~~ books, periodicals and collections which are outdated or not used, and coordinates removal and disposition; ~~oversees and assists with inter-library loans~~ Processes holds and in-house reference work.
- Assures that library facilities and equipment are maintained properly, and coordinates maintenance and repair functions; procures necessary materials and supplies.
- Reviews program areas, implements changes or new programs to meet library needs of the community; promotes interest in branch programs through program brochures, outreach programs with various community groups, and other marketing strategies including social media; makes presentations to citizens groups, Windsor Library Association, students, ~~and other~~ business and civic organizations.

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- Schedules and runs various ~~special~~ informational, educational and recreational library activities throughout the year, such as book sales, reading programs, computer classes, cultural events etc.; operates special programs including a tutoring program, shut-in service, job bank, summer camp and notary public service.
  - ~~Performs a variety of miscellaneous duties such as answering phone, running errands, picking up supplies needed for activities, making arrangements for use of library facilities.~~

## ADDITIONAL DUTIES

- Performs a variety of miscellaneous duties such as assisting with equipment, answering phone, running errands, picking up supplies needed for activities, making arrangements for use of library facilities.
- Serves as a member of various employee, community and regional committees; participates in and conducts meetings, seminars and training sessions.
- Performs related work as required.

## ~~—~~ COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

- Innovative – Enjoys discovering new ways to expand or improve an operation or services to the town.
- Leadership/Supervisory – Has natural abilities to motivate people to want to follow his/her lead. Capacity to articulate concepts related to library services and convey an understanding of their value and importance to employees and the public. Effectively manages staff and volunteers, providing personalized coaching, project guidance and timely performance evaluations, feedback, disciplinary actions, and praise.
- Technical – Ability to collect, measure, synthesize and analyze data; use computer technology to manage and coordinate and present the results in an appropriate way to different types of audiences.
- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; exhibits sound and accurate judgment.
- Interpersonal Skills – Is tactful but firm. Is respectful with the ability to establish effective working relationships with staff, community organizations, governmental agencies and the public. Ability to express ideas effectively in oral and written forms and has the ability to be innovative and receptive to new ideas. Listens to others without interrupting. Shows respect and sensitivity for cultural differences.
- Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

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- Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Quality Management - Demonstrates accuracy and thoroughness.

## **DESIRED-MINIMUM QUALIFICATIONS**

### *Education and Experience*

- Master's degree in library science, social science or liberal arts, with four years library experience and at least two years of supervisory experience ~~one year of library experience~~; or
- Any equivalent combination of education and experience.

### *Necessary Knowledge, Skills and Abilities*

- ~~Working~~ Considerable knowledge of the principles and practices of modern library systems and programs; working thorough knowledge of library collection classification and selection techniques; ~~working knowledge of outreach practices and community library needs and resources~~; good knowledge of online and hard copy reference materials; good knowledge of books, authors and audio visual materials. Knowledge of current cataloging principles and cataloging trends. Knowledge of computer technology ~~working knowledge of the~~ principles and practices of office management, work organization and supervision.
- Skill in operation of listed tools and equipment.
- ~~Good a~~Ability to establish and maintain effective working relationships with other employees, patrons, community groups, boards and commissions, and the public; ~~good~~ ability to work with diverse cultural and age groups; ability to plan, organize, coordinate and implement a comprehensive library system; ability to communicate effectively verbally and in writing.
- Knowledge and skill in the use of MS Office applications (Excel, Word, Outlook), the Internet, social media and library database software.
- Ability to effectively supervise staff in accordance with town policies and procedures.

### *Special Requirements*

- Valid ~~Connecticut~~ driver's license or ability to obtain one.
- Must pass a background check.

## **TOOLS AND EQUIPMENT USED**

Library computer system; personal computer, calculator; copy and fax machine; audiovisual equipment; building systems (geothermal HVAC etc); phone; automobile.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this*

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*job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- ~~Must be able to sit and stand at work stations for extended periods. Must have mobility to assist patrons, shelve and retrieve library materials from high and low locations, and perform required administrative tasks. Ability to travel to other town buildings and other locations as needed. Must be able to communicate effectively in person and over the telephone with the public and coworkers. Must be able to enter information into the computer and maintain manual records.~~ While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 30 25 pounds and push or pull book carts that require 30 pounds of force to move. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- The noise level in the work environment is generally moderate.

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# Library Director Job Description



# TOWN OF WINDSOR POSITION DESCRIPTION

**Job Title:** Library Director  
**Department:** Library Services  
**Reports To:** Town Manager  
**FLSA Status:** Exempt  
**Approved By:** Town Council  
**Approved Date:** ~~September 5, 2000~~ November 2018

## GENERAL PURPOSE

Performs complex supervisory, administrative, technical and professional work in planning, organizing, implementing, and supervising the Town's library programs and services. Performs work in a manner consistent with the town's service excellence expectations.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, develops, coordinates, supervises, and evaluates all activities of library services and programs; reviews program areas, implements changes or new programs to meet library needs of the community; develops, maintains and implements a library master plan; provides professional advice on library issues to Town Manager.
- Assures that assigned areas of responsibility are performed within budget; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Drafts and recommends policy to the Library Advisory Board and plans for the implementation of public library goals and objectives.
- ~~Facilitates staff~~ Coordinates preparation of work procedures, assignments, schedules and workloads; recruits, hires, trains, motivates ~~and~~ evaluates and disciplines assigned staff; reviews progress and directs changes as needed.
- Promotes interest in library programs through publicity, program brochures, social media, cooperation with various community groups and public contacts; speaks before citizens groups, students and other business and civic organizations; answers letters of inquiry, talks with patrons and communicates official plans, policies and procedures to staff and the general public.
- Participates in the planning, organization, and management of technical and automation services for the library.
- Oversees the selection and general collection of books and other items contained in the library; reviews major selection tools; approves library purchase orders; oversees ~~reviews~~ of books, periodicals and collections which are outdated or not used, and coordinates removal and disposition.
- Oversees the classification of books, reference materials and periodicals; oversees inter-library loans and in-house reference work; ~~schedules and runs~~ oversees various special library activities throughout the year, such as book sales, reading programs, etc.
- Coordinates library development and fundraising; solicits and accepts donations for the library.

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- Assures that library facilities and equipment are maintained properly, and coordinates maintenance and repair functions; prepares cost estimates and oversees library improvements.
- Studies plans and standardizes procedures to improve efficiency and effectiveness of operations; gathers, interprets and prepares data for studies, reports and recommendations.
- Maintains knowledge of new developments in the library profession, including technological advances, including but not limited to participation in activities of professional organizations and networks, consortium activities and networks of the Connecticut State Library.
- Coordinates the library program with other ~~leisure programs, other~~ Town departments and outside organizations such as the school district, historical society, other libraries and various community-based groups.

### **ADDITIONAL DUTIES**

- Performs a variety of miscellaneous duties such as answering phone, making arrangements for use of library facilities.
- ~~Serves as a member of various employee; community and regional committees; participates in and conducts meetings, seminars and training sessions.~~
- Performs related work as required

### **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

Innovative – Enjoys discovering new ways to expand or improve an operation or services to the town.

Leadership/Supervisory – Has natural abilities to motivate people to want to follow his/her lead. Capacity to articulate concepts of public finance and budgeting and convey an understanding of their value and importance to employees and the public. Effectively manages staff and volunteers, providing personalized coaching, project guidance and timely performance evaluations, feedback, disciplinary actions, and praise.

Technical – Ability to collect, measure, synthesize and analyze data; use computer technology to manage and coordinate and present the results in an appropriate way to different types of audiences.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; exhibits sound and accurate judgment.

Interpersonal Skills – Tactful but firm. Is respectful with the ability to establish effective working relationships with staff, community organizations, local businesses, governmental agencies and the public. Ability to express ideas effectively in oral and written forms and has the

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ability to be innovative and receptive to new ideas. Listens to others without interrupting. Shows respect and sensitivity for differences.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values and is an effective team player.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Quality Management - Demonstrates accuracy and thoroughness. Motivated to deliver on promised results.

Budget/Financial – Develops, prepares, presents and monitors annual department budget. Presents fee, expenditure and revenue projections and recommendations to the town manager.

## **DESIRED MINIMUM QUALIFICATIONS**

### *Education and Experience*

- Master's degree in library science or a closely related field, with ~~five~~ seven years progressively responsible experience in library operations including ~~some~~ supervisory experience; or
- Any equivalent combination of education and experience.

### *Necessary Knowledge, Skills and Abilities*

- Thorough knowledge of the principles and practices of modern library systems and programs; thorough knowledge of library collection classification and selection tools and techniques; considerable knowledge of online and hard copy reference materials; knowledge of reader interest levels, and of books, ~~and~~ authors and audio visual materials; considerable knowledge of community library needs and resources; working knowledge of the principles and practices of office management, ~~and~~ work organization and supervision.
- Skill in operation of listed tools and equipment.
- Considerable ability to plan, organize, coordinate and implement a comprehensive library system; ~~good~~ ability to speak to public groups and to promote library programs; ~~good~~ ability to effectively communicate verbally and in writing; good ability to work with diverse cultural and age groups; ~~good~~ ability to establish and maintain effective working relationships with other employees, Town officials, community groups and civic organizations, and the public.
- Knowledge and skill in the use of MS Office applications (Excel, Word, Outlook), and the Internet, library database software, and social media.
- Ability to effectively supervise staff in accordance with town policies and procedures.

### *Special Requirements*

- Valid Connecticut driver's license or ability to obtain one.
- Must pass a background check.

**Green** = moved from one place within the document to another / **Red** = delete / **Blue** = new language

## TOOLS AND EQUIPMENT USED

Library computer system; personal computer; ~~including word processing and data base management software~~; calculator; copy and fax machine; audiovisual equipment, building systems (adjusting elevator, HVAC etc.) phone; automobile.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- ~~• Must be able to sit and stand at work stations for extended periods. Must have ability to assist patrons, shelve and retrieve library materials from high and low locations and perform required administrative tasks. Ability to travel to other town buildings and other locations as needed. Must be able to communicate effectively in person and over the telephone with the public and coworkers. Must be able to enter information into the computer and maintain manual records. While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.~~
- The employee must occasionally lift and/or move up to 30 25 pounds and push or pull book carts that require 30 pounds of force to move. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- The noise level in the work environment is generally moderate. with background sounds from customers, coworkers, and office machines. Occasionally required to drive to other town offices under possible adverse weather conditions, including extreme heat and cold


*The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Windsor and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.*

**Green** = moved from one place within the document to another / **Red** = delete / **Blue** = new language

## Agenda Item Summary

Date: November 19, 2018

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Referral of Public Safety Complex Project to  
Public Building Commission

### Background

The appointed Public Building Commission (PBC) is responsible for the oversight of public building projects for the town. The PBC has been involved in the development and review of various alternatives to address the facility needs of the town's public safety agencies. In January 2017 the Town Council referred the Public Safety Complex / Parks Garage Relocation project to the PBC.

### Discussion/Analysis

With the Public Safety Complex referendum being approved by the voters on November 6, it is requested the project be once again referred to the Public Building Commission for implementation and oversight.

It is anticipated the project will be completed over a multi-year period with design work starting in December 2018. At this point, it is contemplated the renovation of 100 Addison Road will be undertaken first. This will allow the police department to relocate their operations and then renovations and the expansion of the existing facility at 340 Bloomfield Avenue would take place. The renovated facility on Bloomfield Avenue will house the volunteer fire department and Windsor Volunteer Ambulance.

### Financial Impact

None

### Other Board Action

None

### Recommendations

If the Town Council is in agreement, the following motion is recommended for approval:

**“MOVE that the Public Safety Complex Project be referred to the Public Building Commission for implementation and oversight.”**

### Attachments


None

## Agenda Item Summary

Date: November 19, 2018

To: Honorable Mayor and Members of the Town Council

Prepared By: Robert A. Jarvis, P.E. Town Engineer/Director of Public Works

Reviewed By: Peter Souza, Town Manager 

Subject: Allocation of MDC Funds – Paving Agreement: East Street

### Background

This summer, the Metropolitan District Commission (MDC) completed a water main replacement project on East Street between Pleasant Street and Clubhouse Road. The project involved the replacement of an aged and undersized 3” water main and the water services within the project area. The MDC completed the water main installation and trench restoration and pavement patching.

### Discussion/Analysis

During the planning and execution of the water main replacement, town staff negotiated with the MDC to provide the curb-to-curb milling and paving of the roadway to mitigate the impact of the trenching throughout the project area. The milling/paving would be done in addition to the MDC’s temporary and final trench restoration. However, in lieu of performing the milling and overlay work, the MDC has offered \$27,442 to the town towards the pavement rehabilitation of this roadway.

Staff expects to request funding to be allocated to the rehabilitation of streets in the East Street area within the next two fiscal years. The MDC funds will offset the amount that the town will need to allocate toward pavement rehabilitation for East Street.

Therefore, Town Council is being requested to allocate the receipt of the MDC funds to the Capital Project No. 9030 for funding of the scheduled pavement rehabilitation of East Street, between Pleasant Street and Clubhouse Road.

### Financial Impact

The payment amount of \$27,442 was based on engineering staff’s cost estimate for the mill, tack and overlay of pavement on East Street, between Pleasant Street and Clubhouse Road.

### Other Board Action

None

Recommendations

If the Town Council is in agreement, the following motion is recommended for approval:

**“MOVE to accept \$27,442 from the Metropolitan District Commission and to authorize funds from Capital Project No. 9030 for the pavement rehabilitation of East Street.”**

Attachments


None

## Agenda Item Summary

Date: November 19, 2018

To: Honorable Mayor and Members of the Town Council

Prepared By: Paul Norris, Director of Recreation and Leisure Services

Reviewed By: Peter Souza, Town Manager 

Subject: Goslee Pool Filtration System Replacement

### Background

The town's outdoor aquatic facilities serve residents who participate in organized swim lessons, open swim and lap swims. To address the condition of these community assets and to help provide direction for future planning, the FY 17 Capital Improvement Program (CIP) included funding for the completion of an outdoor pools assessment and evaluation.

The goal of the assessment was to prepare a plan for the existing town-owned outdoor pools and their associated facilities. Work on the plan included compiling relevant historical data on pool infrastructure, assessing / evaluating the suitability of existing equipment and facilities, assessing facility maintenance and making recommendations for a comprehensive maintenance program, and developing plans and recommendations for improvements.

The town hired consulting engineers Weston & Sampson to complete the assessment which serves as a guide to future repairs and capital improvement planning. The assessment identified three primary focus areas: 1) filtration systems, 2) changing/restroom facilities, and 3) possible replacement of Veteran's Pool.

In FY 18 the Town Council approved funding to replace the filtration system at Welch Pool. That project is substantially complete.

### Discussion/Analysis

The FY 19 CIP includes a project to replace the filtration system at Goslee Pool. Work will include the removal of old filters, installation of a new commercial sand filter with appropriate fittings, valve controls, and other related miscellaneous improvements. If approved by the Town Council, the work will be scheduled to be completed in the spring of 2019

### Financial Impact

The cost of the project including contingency is \$75,000. It is recommended that \$75,000 be authorized from the Capital Projects Fund Assigned Fund Balance.

### Other Board Action

None



Recommendations

If the Town Council is in agreement, the following motion is recommended for approval:

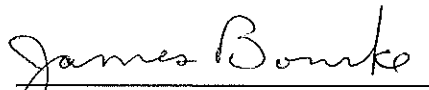
**“MOVE to approve an appropriation of \$75,000 from the Capital Projects Fund Assigned Fund Balance to fund the Goslee Pool Filtration System Replacement Project.”**

Attachments

None

**Certification**

I hereby certify that \$75,000 in funds is available in the Capital Projects Fund Assigned Fund Balance to fund the Goslee Pool filtration system replacement project.



James Bourke  
Finance Director

**Town Council**  
**Resignations/Appointments/Reappointments**  
**November 19, 2018**

**Resignations**

- A. **Accept the resignation of Nathan Scharoff from the Town Planning & Zoning Commission**

**Appointments / Reappointments** (to be acted upon at tonight's meeting)

None

**Names submitted for consideration of appointment**

None

**TOWN COUNCIL  
COUNCIL CHAMBERS  
WINDSOR TOWN HALL  
NOVEMBER 5, 2018  
Regular Town Council Meeting  
UNAPPROVED MINUTES**

**1) CALL TO ORDER**

Mayor Trinks called the meeting to order at 7:32 p.m.

Present: Mayor Donald Trinks, Deputy Mayor Jody Terranova, Councilor Nuchette Black-Burke, Councilor James Govoni, Councilor Donald Jepsen, Councilor Joseph McAuliffe, Councilor Richard O'Reilly, Councilor Michael Tustin and Councilor Kenneth Wilkos

**2) PRAYER**

Councilor McAuliffe offered a moment of silence for the victims of the Pittsburgh synagogue shooting that occurred on October 27, 2018.

**3) PLEDGE OF ALLEGIANCE**

Councilor McAuliffe led the group in the pledge of allegiance.

**4) PROCLAMATIONS AND AWARDS – None.**

**5) PUBLIC COMMUNICATIONS AND PETITIONS**

Karen Hatcher, 7 Pheasant Run, stated that the MDC has set a meeting for Monday, November 19, during which they will consider implementing an economic development rate for high-volume single-meter users. The new rate would provide discounts to single-meter users who consume over 600,000 gallons per day. For any amount over 600,000 gallons, the rate would not be based on consumption, but on sewerage discharged. Per MDC records there is likely only one customer that would meet the criteria, the Niagara bottling facility. Ms. Hatcher asked if MDC representatives notified the Town Council or Town Manager about this and if any cost justification or financial analysis had been done. She also wondered if the town as a whole would be affected if the new rate is implemented.

**6) REPORT OF APPOINTED BOARDS AND COMMISSION**

a) Board of Education (BOE)

Maryam Khan, Secretary, reported the following:

- The Board of Education welcomes new member Ayana Taylor was sworn in on October 16<sup>th</sup>, 2018. She replaced Nuchette Black-Burke who is now serving on the Town Council.

- The Connecticut Association of Boards of Education (CABE) notified the BOE that Leonard Lockhart has achieved the level of Certificated Board of Education member and the CABE Board Member Academy for the 2017-2018 school year. He is one of nine board members across the state recognized for their participation in numerous hours of board-related professional development activities. A board member must accumulate at least 20 credits to become a certificated member. Areas of study focus on developing leadership skills as they apply to governance.
- The BOE received notice from CABE that the district has won a Bonnie B. Carney Award of excellence in educational communications. The district will be recognized under the social media category for its Twitter feed at the CABE Convention in November.
- The Windsor High School Honors choral group directed by Tracy White will perform at the CABE Convention on Saturday, November 17. The group of 35 students was selected from a large group of entries from across the state.
- The BOE will also be recognized at the CABE Convention for the Board Leadership Award, where the board had to prove accomplishments in either 22 or 34 level criteria. A photo of the BOE with CABE Commissioner Dianna Wentzell will be taken at the convention.
- The Windsor Public Schools Annual Service Award Convention was held on October 25 at the Windsor Marriott. The district recognized employees with 10 years of experience and every 5-year increment afterward. Donna LaPointe, Senior Accounts Payable Coordinator, was honored for her 45 years with the district. The BOE thanked Mayor Trinks and his wife along with Councilor Govoni for attending the event.

b) Windsor Housing Authority

Elizabeth Kenneson, Chair, spoke about the duties of the housing authority to provide safe, decent, and affordable housing to the elderly and disabled citizens of Windsor. This agreement established board of commissioners who set policy, budget, and direct operation of housing authority through the Executive Director. Urleen Naughton was hired as the new Executive Director in July. The Windsor Housing Authority consists of five commissioners appointed by the Town Council, each serving five year terms and one of whom must be a tenant.

Ms. Kenneson noted that the waiting list is open and also encouraged landlords to consider going through the process to receive Section 8 tenants. Governor Malloy approved \$55,000,000 toward advancing the development of affordable housing across the state, \$4,385,000 of which is going toward Millbrook Village.

The Department of Housing will provide approximately \$3,407,000 for the conversion of five efficiency apartments to one-bedroom units. The project also includes repaving the parking lot, community room upgrades including a new generator, electrical panels in units, replacement of walkways, installation of new roofing, gutters, vinyl siding, energy star windows,

removal and fill of wall air conditioning sleeves, LED upgrades to site and unit lighting, replacement of water heaters, replacement of fire alarms and call for aid systems, new kitchen cabinets, bathroom upgrades, unit flooring upgrades, and unit painting. The project leverages approximately \$55,000 in energy rebates and \$100,000 of owner reserves.

There were no questions from the council.

Ms. Kenneson then thanked Councilor O'Reilly and the Personnel Committee for filling the previous vacancy and hopes they can now fill the other.

c) Wilson/Deerfield Advisory Committee

Al Bingham, Chairperson, gave an overview of the committee which advises the town on planning and promoting enhancement efforts in the Wilson/Deerfield area. The Committee is supposed to consist of nine voting members; there are currently seven appointed members and two vacancies. Regularly scheduled meetings are bi-monthly.

This year a number of topics were discussed including a report from the Windsor Police Department pertaining to winter parking bans and traffic regulations, demographic changes to the neighborhood since 1990, and revisions to the by-laws. Although the appointment of new members last year allowed the committee to hold more meetings than the previous two years, the committee continued to have difficulty meeting a quorum and has had to cancel a number of scheduled meetings. The committee hopes to address this problem partly through sending text message reminders about meetings.

Councilor McAuliffe asked if communication is the main issue for not reaching a quorum or if there are other issues at hand. Mr. Bingham responded that there is a calendar of meetings and the schedule is finalized in advance so that everyone is made aware, but there continues to be issues reaching a quorum. Councilor McAuliffe asked if a smaller commission would make it easier. Mr. Bingham responded that they are going to look at the by-laws and then come back with a recommendation to the council in order to continue to have meetings and accomplish committee goals.

Councilor Black-Burke also wondered if a smaller commission would help reach a quorum. Councilor Black-Burke continued by asking what ideas the committee had to gain input from the Wilson/Deerfield cross section of town? Mr. Bingham stated that the library is a big draw, trying to address community life issues such as traffic and overnight parking. Mr. Bingham established that the committee wants to hear and address community issues whenever possible so that people want to live and remain in the Wilson/Deerfield area. Councilor Black-Burke recognized that several new businesses have moved into the Wilson/Deerfield area and wondered if any outreach ideas could be made towards the patrons of those businesses. Councilor Black-Burke stated that she is fond of that area as it is close to where she grew up in town. Mr. Bingham responded that the committee may need to look into extending specific invitations to get more commercial involvement. Mr. Bingham concluded that the committee aims to continue to promote the Wilson/Deerfield area as a great area to live and work.

Councilor Govoni thanked Mr. Bingham for chairing the committee, saying that the Wilson/Deerfield area of town is a vibrant community and asked Mr. Bingham to keep the council informed of any way it can help in the future.

## 7) TOWN MANAGER'S REPORT

### **Mill Brook Open Space Steering Committee – Public Meeting**

Please join the Mill Brook Open Space Steering Committee on Thursday, November 8 at 7:00 PM to hear an overview of the draft land management plan for the 95 acre parcel. Your thoughts and ideas on the overall mission, guiding principles, and land management plan are welcome. The meeting will be held at Town Hall starting at 7:00 PM. Attached is the link to the draft plan. <https://townofwindsorct.com/app/uploads/2018/11/Mill-Brook-Open-Space-Draft-Report.pdf>

The committee expects to complete their report this month and then present the proposed plan to the Town Council.

### **Veteran's Day Observance**

The Town of Windsor's Veteran's Day Observance will be held on Sunday, November 11th, at 7:00 PM in the Council Chambers at Windsor Town Hall, 275 Broad Street. The main speaker for the event will be Captain Stephen R. Sarnoski, retired from the Judge Advocate General's Corps, United States Navy (the branch, or specialty of a military concerned with military justice and military law. Officers serving in a JAG Corps, are typically called judge advocates.) In addition to the main speaker, the Windsor High School Band will perform, and Windsor Scout Troop 149 and the Windsor High ROTC will be presenting the flags. The public is welcome to attend. For more information, call 860-285-1835.

### **Property Revaluation Timeline**

Staff is continuing with the State-mandated property revaluation process. Field work has been completed and real estate valuation notices will be mailed to property owners in late November.

There will be an opportunity for informal hearings in December. Property owners will have the first three weeks of February to submit a formal appeal. Formal appeal hearings will be held in March.

### **School Security Grant**

Superintendent Cooke has informed me that the school district is eligible to apply for a State School Security Grant. School staff is evaluating possible projects and working to prepare an application.

It is my understanding the Superintendent will be presenting the project to the Board of Education later this month. The grant requires a local match and the local funding authorization needs to be part of the application process. This is similar to the process used several years ago under the same grant program.

If the Board elects to move forward with the application, I anticipate the funding request to be presented to Town Council on November 19. The grant is due December 4th.

### **Winter Parking Rules**

From November 15 to April 15 of each year, there is no parking on Windsor streets between the hours of 1:00 AM and 6:00 AM.

Also, there is no parking on any street during a snow or ice storm that has been in progress for 1 hour or more. Residents are asked to not leave your vehicle on the street in such a position that it impedes snowplowing operations or the free flow of traffic.

Don't forget that there is a town ordinance that requires property owners to clear sidewalks (and fire hydrants if there is one on your property) within 12 hours after a storm.

### **Public Flu Vaccination Clinic Saturday December 8<sup>th</sup>, 2018**

December 2 – 8 is National Influenza Vaccination Week. The Windsor Health Department will be participating in the Connecticut Department of Public Health 2018 Influenza Vaccination Campaign by offering a vaccination clinic to the public on Saturday, December 8 at the Windsor Town Hall, 275 Broad Street, from 9:00 AM – 12:30 PM for anyone 5 years old and up. If you have not received your flu shot by the first week in December, it's not too late with our flu season continuing into May. For those who will be attending the clinic, please bring your insurance card(s) with you. If you do not have insurance, the flu shot is FREE. The consent form can be found on the Town of Windsor's Health Department web site for you to complete and bring with you to the clinic. For questions, please call the Health Department at 860.285.1824.

## **8) COMMUNICATIONS FROM COUNCIL MEMBERS**

Councilor O'Reilly reminded citizens to go out and vote tomorrow.

Councilor Wilkos – None.

Councilor Black-Burke asked citizens not only to go out and vote, but to bring someone with them like a neighbor or friend, to ensure everyone gets to the polls tomorrow.

Councilor Govoni reminded everyone that Daylight Savings time is a good time to check safety devices around the home such as carbon monoxide and smoke detectors. He noted that we are getting into the heating season and recommended that those using alternative heat, wood/pellet stoves, and fireplace inserts make sure their chimneys are all set and clean for the season. He then told citizens to have a safe winter.

Councilor McAuliffe notified citizens that it's not too late to register to vote saying that citizens can still register in town hall tomorrow and vote the same day. He advised citizens to vote and bring friends.

Councilor Tustin –None.

Deputy Mayor Terranova reminded citizens to vote and stated that there have already been two flu deaths in the state. She stated that 80% of flu deaths last year were people who were not vaccinated and that vaccination is a simple way to reduce the number of flu deaths that occur.

Councilor Jepsen attended the Windsor High Hall of Fame Inauguration dinner last Friday at the Windsor Marriott. He spoke about the inductees who shared inspirational stories such as the 1964 state champion golf team that went 29-1 over a 3-year period. The Hall of Fame Committee will be looking for nominations for next year's class.

Mayor Trinks encouraged citizens to get their flu shots and stated that there is no need for preventable death. Then Sharon Enot, Town Nurse, Health Department, administered flu shots to Mayor Trinks and Councilor McAuliffe. Sharon Enot then came forward to explain that the flu is caused by viruses and the best way to protect yourself is to receive a flu shot. Ms. Enot stated that they gave over 200 shots at the recent clinic and that she has been going around to various town departments to administer them as well. She would like to get everyone vaccinated before the holidays as there have been 22 hospitalizations so far this year and 80,000 total deaths last year. She asked citizens to make sure to wash their hands often during flu season and wished everyone a healthy winter.

## **9) REPORTS OF STANDING COMMITTEES**

Personnel Committee – Councilor O'Reilly stated that there were no recent meetings but there are still many vacancies on various boards and committees. He asked citizens to please take the opportunity to volunteer and to consult the town website, town manager, or town council members for more information on openings.

Health & Safety Committee – None.

Finance Committee – None.

Special Projects Committee – None.

Town Improvements Committee – None.

Teacher Negotiations- Councilor Jepsen reported on teacher negotiations stating that an agreement had been reached. The union voted to approve the agreement, and it is pending BOE action at their regular meeting this month. They are hoping to avoid binding arbitration.

## **10) ORDINANCES – None.**

## **11) UNFINISHED BUSINESS**

- a) Approve amendments to the Price Guide for Northwest park facility rental fees

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen that the proposed amendments to the Northwest Park Facility Fee Schedule be adopted as presented.



Town Manager Souza reminded the council of the fee schedule presentation that took place during an August meeting and noted that staff from the park was in attendance if there were any outstanding questions.

Councilor Jepsen noted that many of these fees haven't been changed in 10 years so benchmark research was conducted among surrounding towns and it was time for an increase. He supported the proposed fees and did not think the park would be overcharging.

Motion Passed 9-0-0

## 12) NEW BUSINESS

### a) MDC presentation on Clean Water Project and Integrated Plan

Town Manager Souza introduced the project and then turned it over to Joe Laliberte, consultant from CDM Smith who was there with MDC staff.

Mr. Laliberte introduced the project and presented a slideshow to explain the primary benefits of integrated planning, especially the ability to:

- better prioritize existing infrastructure repair in all eight member towns;
- control annual spending by spreading it out over larger time periods;
- addressing the aging sewers sooner, before they fail;
- reducing and stabilizing projected Ad Valorem increases for town budget planning; and
- meeting Clean Water Project objectives: CTDEEP CSOs, USEPA Consent Decree; compliance- SSOs, reduce nitrogen discharged to Connecticut River.

Councilor Jepsen noted that a third of Windsor residents do not have the Clean Water Project Charge and Mr. Laliberte confirmed that the figures presented do not include those residents without the charge.

Councilor Jepsen asked about the financing of the new project compared to the two other referenda totaling \$1.6 billion. Mr. Laliberte spoke about the timeline for paying off the previous bonds that fall under the Clean Water project. Chris Stone, Assistant District Counsel for the MDC, stepped forward to explain further, saying that at some point a third referendum should be anticipated, but the MDC can issue bonds up to \$20 million, which would finance many of the smaller projects that Mr. Laliberte referenced. Mr. Stone noted the complexity of the project but stated that this project will be beneficial to both rate-payers and towns. He offered to return at another time as conversations about the project continue.

Mayor Trinks turned consideration over to the Finance Committee to discuss at their next meeting. Mr. Stone offered to participate in that meeting as well to provide more detail.

### b) Approve appropriation of \$13,000 from the Capital Projects Fund for design of Northwest Park Nature Center Improvement project

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe to approve an appropriation of \$13,000 from the Capital Projects Fund Assigned Fund to fund design and engineering costs associated with the Northwest Park Nature Center and Lang House Improvement project and that the project be referred to the Public Building Commission for oversight.

Paul Norris, Recreation Director, presented the following:

The 2019 Capital Improvements Program includes an improvement project for the Northwest Park Nature Center and Lang House. The project would add more indoor storage space and replace the existing siding of the nature center as well as provide new windows and a new porch roof for the Lang house. \$13,000 is being requested to fund the design and engineering of the nature center portion of the project. This would include resolving some structural issues with the current nature center and designing the addition where the storage area will be.

Councilor Govoni expressed concerns about the total cost and being able to do the project correctly once the work begins. Town Manager Souza replied that this portion of the project, the design and planning phase, will allow for a more accurate scope of the work and total cost. Town Manager Souza anticipates bringing the project funding request back in January or February once the design work is complete.

Motion Passed 9-0-0

**13) RESIGNATIONS AND APPOINTMENTS – None**

**14) MINUTES OF PRECEEDING MEETINGS**

- a) Minutes of the October 15, 2018 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Councilor Black-Burke to approve the unapproved minutes of the October 15, 2018 Regular Town Council meeting as presented.

Motion Passed 9-0-0

**15) PUBLIC COMMUNICATIONS AND PETITIONS – None.**

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to enter into Executive Session at 8:53 p.m. for discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee (Town Manager's evaluation).

Motion Passed 9-0-0

**16) EXECUTIVE SESSION**

Present: Mayor Donald Trinks, Deputy Mayor Jody Terranova, Councilor Nuchette Black-Burke, Councilor James Govoni, Councilor Donald Jepsen, Councilor Joseph McAuliffe, Councilor Richard O'Reilly, Councilor Michael Tustin and Councilor Kenneth Wilkos

Staff: Peter Souza, Town Manager

Town Manager Peter Souza left Executive Session at 9:05 p.m.

MOVED by Councilor O'Reilly, seconded by Councilor Wilkos to exit Executive Session at 9:37 p.m. and to re-enter the regular Town Council session.

Motion Passed 9-0-0

**17) ADJOURNMENT**

MOVED by Councilor Wilkos, seconded by Deputy Mayor Terranova to adjourn the meeting at 9:38 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Erin Rand  
Clerk of the Council