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Jones Library Seeks Gardens Advisory Committee Members

July 6, 2017

The Jones Library Board of Trustees in Amherst seeks six energetic and enthusiastic volunteers with gardening, landscaping, and/or garden design experience to serve on the Library's newly established *Jones Library Gardens Advisory Committee*.

Under the direction of the Library's Facilities Supervisor and Library Director, in accordance with the Board's *Gardens Policy*, this Committee will assist in the planning, development, and maintenance of all Library owned and/or maintained green spaces. The Committee will also assist with the design, development, and implementation of the Jones Library's green spaces if the Jones Library expansion/renovation project moves forward. (Please see attached *Jones Library Gardens Advisory Committee Charge* and the Library's *Gardens Policy* for more information.)

The Trustees are committed to building a culturally and socioeconomically diverse Committee and strongly encourages applications from all persons with applicable experience. Committee members will be selected based on expertise, experience, a commitment to develop and maintain Library green spaces, and an appreciation for public Library services.

Please submit a letter of interest and resumé by Monday, July 31, 2017 to:

Sharon Sharry, Library Director
The Jones Library
43 Amity Street
Amherst, MA 01002

Beginning Monday, August 28, 2017, applicants will be interviewed by the Buildings and Facilities Committee and recommendations then made to the Board of Trustees for appointment to the Committee. In order to maintain staggered terms, initially, three Committee member terms will be for one year and the remaining three Committee member terms will be for two years.

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Jones Library Gardens Advisory Committee Charge

Approved April 13, 2017

Scope

Under the direction of the Facilities Supervisor and the Library Director, in accordance with the Board's *Gardens Policy*, this Committee will assist in the planning, development, and maintenance of all Library owned and/or maintained green spaces. The Committee will also assist with the design, development, and implementation of the Jones Library's green spaces if the Jones Library expansion/renovation project moves forward.

Committee Description

The Gardens Advisory Committee will consist of six members, recommended by the Buildings and Facilities Committee, and appointed by the Trustee Chair. Committee members will be chosen for their expertise in the field, availability, commitment to develop and maintain green spaces, relevant experience, and appreciation for public Library services. Committee member terms will be staggered and last for a period of two years. The Facilities Supervisor will serve on the Committee as an advisor and liaison to the Board of Trustees. The Committee will also work with seasonal gardeners on staff, as well as hired contractors.

Charge

1. Establish Committee Chair and Secretary; set monthly meeting schedule; maintain Committee minutes; submit monthly reports to the Buildings and Facilities Committee;
2. Actively participate in the upkeep and care of all Library Gardens from spring through fall;
3. Make recommendations, taking into account safety, energy efficiency, and fiscal responsibility, to the Buildings and Facilities Committee on short and long-term plans and maintenance needs of all Library owned and/or maintained Gardens;
4. Make recommendations regarding changes/improvements to *the Jones Library Gardens Policy* and adhere to said *Policy*;
5. Make recommendations to the Buildings and Facilities Committee on privately funded Library Gardens projects;
6. Make recommendations to the Buildings and Facilities Committee regarding garden-related Joint Capital Planning Committee and project proposals and expenditures; and

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7. Participate in any other Library Gardens projects referred by the Board, including those necessitated by the Jones Library expansion/renovation project (e.g., catalogue existing plantings, and determine condition and ability to be transplanted; develop and implement a plan for removal and temporary relocation of viable plantings during the duration of the construction process; work with architects, Library Trustees, Library Committees, and community members to design, develop, and implement green spaces that will serve the community and its needs as a part of the Jones Library building expansion/renovation process).

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Gardens Policy

Adopted May 1, 2014

This policy, adapted by The Jones Library, Inc. Board of Trustees on *April 3, 2014*, provides the guidelines necessary to ensure that Library grounds are kept safe, attractive, and manageable.

Scope

This policy covers all parcels of land owned or maintained by The Jones Library Inc.

Munson Memorial Library is maintained by the Town of Amherst; however, it is understood that any changes to the Munson property originated by the Library or its patrons, or on behalf of the Library, should follow proper channels for approvals through the Town of Amherst and keep The Jones Library management informed.

Enforcement

The Library Director and the Facilities Supervisor will ensure that this policy is adhered to.

Synopsis

Maintenance of these gardens is historically a result of volunteer efforts, donations, and fundraising over the years. It is important that some structure be put in place to ensure that the gardens are properly maintained and managed. Library management needs to play a role in this process.

Schedule of Maintenance

It is important that a schedule for cleanups is followed to ensure that the gardens look their best for school and college graduations. They also need to be properly prepared for the winter months. Cleanups are defined as removing leaves and other debris, trimming back, raking, planting, removing, and mulching where applicable. The schedule is defined as the following:

- Spring cleanups scheduled to be completed no later than May 1.
- Fall cleanups scheduled to be completed no later than October 31.

Cleanup and Annual Maintenance Guidelines

- Individuals hired to perform gardening/landscaping work on Library property for a fee must have their insurance carrier provide a binder to the Library as proof of insurance prior to commencing work.
- Volunteers/hired individuals must remove clippings and debris from the property as they work. There are to be no debris piles left on Library property. Library staff is not responsible for disposing of debris.
- The Library dumpster may not be used for disposal unless approved by the Facilities Supervisor or the Library Director.

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- Vehicles used for cleanup purposes may park on Library property. There is to be no parking on lawns or sidewalks. The driveway should not be blocked for an extended period of time.
- To ensure the safety of the public, sidewalks should not be blocked by equipment.
- Power equipment and gardening tools should not be left unsecured and unattended.
- Any individuals hired to perform work for a fee, be it through private or public funds, on Library property must be approved by the Facilities Supervisor or the Library Director.
- Volunteers must adhere to the policy in regard to plantings, additions and removal.
- It is to be understood that the goal is to provide a safe, attractive environment with good sightlines and no overgrowth.
- Plantings must be kept trimmed and properly thinned as needed, avoiding overgrowth that could be used as cover for undesirable activity.
- Mulch needs to be laid every spring, during clean-up.

Additions/reductions/new plantings

- Any new large plantings, beds, ornamentation, or garden designs must be approved by the Facilities Supervisor or the Library Director.
- Replacement of existing annuals and perennials is generally accepted without approvals, providing they are similar in size and growth pattern.
- If a new garden or expansion of an existing garden is proposed for review, it must include a plan for how it is to be maintained.
- Memorial trees or other donations (including but not limited to: benches, plantings, art installations) must be approved and accepted by Facilities Supervisor, Library Director, and in some cases the Board of Trustees.
- Non-Library related signage must be approved by the Facilities Supervisor or Library Director.
- Library management reserves the right to add, modify, or remove any gardens, art installations, seating, architecture or plantings on Library property at their discretion.

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Jones Library Gardens Advisory Committee Appointment Timeline

Updated 7-6-17

Date	Action
6-6-17	B&F prepares advertisement and timeline
7-5-17	B&F prepares interview questions
7-6-17	Trustees vote on advertisement
7-7-17	Director distributes advertisement
7-31-17	Resumés due to Director
8-1-17	Director sends resumés to B&F for review
8-22-17	B&F selection meeting (top 8-10 candidates); bring calendars to establish interview schedule
8-28-17 8-29-17 8-30-17 8-31-17 9-1-17	B&F Interviews
9-12-17	B&F decision meeting
10-5-17	Trustee Chair appoints Committee members
10-6-17	Director makes offers to Committee members
10-16-17	Committee start date

indicates tentative dates

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