

Timeline of FY13 Library Reorganization

Date	Action
July 2012	Trustees direct Library Director to reorganize to provide additional administrative assistance, technology support and to improve library operations (less reliance on staff members/substitutes working very part-time hours) and include 2 objectives in Library Director's performance appraisal for FY13 dealing with the reorganization.
beginning Oct. 2012	Reorganization plans discussed at Trustees meetings (included on agendas and in minutes and Library Director's reports)
Oct. 2012	18-hour/week Senior Library Technician position changed to 30-hours to provide more consistency in staffing of Circulation Dept. Filled by reassignment of employee (Hansen, had been Ref/Admin Assistant)
10/29/12	Vacant 30-hour/week Admin/Reference Assistant changed to 18 hours. Senior Library Tech (Milan) rec'd temp promotion to position.
11/14/12	Trustees discuss reorganization plans and approve FY14 budget submission with one component of reorganization, increase for Assistive Technology Coordinator from 6 to 9 hours/wk, to meet the public's increased demand for services
12/16/12	18 hour Admin/Reference Assistant advertised internally and staff member (Milan) selected. Hold on filling 18-hour Senior Library Technician vacated by Milan while reorganization is in process.
1/24/13	Trustee Chair and Library Director met with Town Administrator to discuss staffing and changes in proposed reorganization.
4/10/13	Trustees approve reorganization actions that don't require changes in classification: filling previously unfunded Staff Librarian position 18 hours/week and vacant 18-hour Senior Library Technician, effective 7/1/13. Hours of vacant part-time and subs reduced to fund these actions. Trustees to discuss & vote on changes that require negotiation at their next meeting.
May 2013	The Trustees did not meet in May. Vote on reorganization classification changes that require negotiation delayed until June.
5/15/13	Library Director met with Town Administrator to discuss and provide documentation on organizational changes. OK to advertise for position changes that did not require new classifications or negotiations.
5/22 -5/29	18-hour Staff Librarian position advertised internally. Library staff member (Milan) selected for promotion effective 7/1/13.
6/4 - 6/11	18-hour Senior Library Technician advertised internally. Library staff member (Kelley) selected for promotion effective 7/1/13.
June 2013	Job descriptions rewritten to reflect changes in duties and responsibilities of positions.
6/12/13	Trustees approve reorganization actions that require new classifications: Grade 8 Public Services Librarian to Grade 9 Assistant Director and one 15-hour Grade 4 Senior Library Technician to Grade 5 Evening Supervisor.
6/17/13	Trustee Chair submits letter to Town Administrator relaying Trustees' vote & asking new classifications be negotiated. Town and HEA President agreed to add Library reorganization changes to Memorandum of Agreement.
6/24/13	Trustee Chair and Library Director met with Selectmen to review Library reorganization and changes to duties of positions.
7/1/13	Milan promoted from Admin/Reference Assistant to Staff Librarian (Internal advertisement closed May 29, 2012) and Kelley promoted to Senior Library Tech (Internal advertisement that closed 6/11/13.)

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Actions Still to be Implemented (as of 7/2/13)

- 1 Advertise 18-hour Admin/Reference Assistant (vacated by Milan when promoted on 7/1/13)
- 2 Advertise 18 hours of Library Technician (vacated by Kelley when promoted 7/1/13) Advertise externally if there are no internal applicants.
- 3 Harwich Employees Assn must vote to approve new job classifications, which are included in the Memorandum of Agreement for a new contract.
- 4 Change duties of Public Services Librarian to those of Assistant Director when new classification approved and included in HEA pay plan, advertise internally and submit personnel action to make change effective.
- 5 Change duties of 15-hour Senior Library Technician to Evening Supervisor (when new classification approved and included in HEA pay plan), advertise internally and submit personnel action to make promotion effective.

Summary of Reorganization Actions

18-hour Senior Library Technician changed to 30-hours/week

30-hour Admin/Reference Assistant changed to 18-hours/week

Increase Assistive Technology Coordinator from 6 to 9 hours/week, effective 7/1/13

Fill previously unfunded Staff Librarian position, effective 7/1/13

Fill 18-hour Senior Library Technician, effective 7/1/13

Change duties of Public Services Librarian to those of Asst Director after new classification is approved and included in HEA pay plan

Change duties of 15-hour Senior Library Tech to Evening Supervisor after new classification is approved and included in HEA pay plan