

**MEMORANDUM OF AGREEMENT BETWEEN
THE CITY OF NEWTON AND AFSCME COUNCIL 93, LOCAL 3092
PERTAINING TO THE ORGANIZATIONAL STRUCTURE OF THE NEWTON FREE LIBRARY**

THIS MEMORANDUM OF AGREEMENT (the "Agreement") by and between the City of Newton, acting through the Newton Free Library (the "Library"), and AFSCME Council 93, Local 3092, pertaining to the organizational structure of the Library, whereby the parties hereby agree as follows:

1. The Library will be organized into four (4) organizational divisions, each led by a Supervisor at Grade S11, as shown on the organizational chart attached hereto as Addendum A. The Divisions would be Adult Services, Borrower Services, Materials Services and Youth Services.
 - 1.1. The current Supervisor of Public Services S11 will assume the title of the Supervisor of Adult Services S11.
 - 1.2. The newly adopted Supervisor of Borrower Services S11 position will be posted.
 - 1.3. Transition Period. Supervisor or Assistant Supervisor of a Library Department who has occupied their position for more than a year at the time of agreement will retain their grade until such time as they vacate the position.
2. Assistant Supervisor positions will be assigned as follows:
 - 2.1. The current Assistant Supervisor of Public Services S10 will assume the title of Assistant Supervisor of Adult Services. This opening will be regraded to an S09 and posted when the transition period provided for in section 1.3 is complete.
 - 2.2. The current Assistant Supervisor of Material Services S09 will assume the title of Assistant Supervisor of Borrower Services S09.
 - 2.3. The current Assistant Supervisor of Public Services for Programs & Communications S09 will have the revised job title of Programs & Communications Coordinator. This position will be regraded to an S08 and posted when the transition period provided for in section 1.3 is complete.
 - 2.4. After these assignments the following positions will be discontinued: Assistant Supervisors of Material Services, Assistant Supervisor of Public Services for Collection Development; Assistant Supervisor of Public Services for Technology, and Assistant Supervisor of Public Services for Programming & Communications.
3. The following positions will have updated job descriptions that include increased grade levels:
 - 3.1. Library Network Assistant S04 position be regraded to an S05.
 - 3.2. The current Library Network Technician S08 will assume the newly adopted position of Library Systems Administrator S09.



- 3.3. The vacated Library Network Technician becomes a Library Network Assistant S05 position.
- 3.4. After these assignments the following position will be discontinued: Library Network Technician.
4. The following positions will have updated job descriptions and titles:
 - 4.1. The Public Services Librarian S08 will assume the title of Adult Services Librarian S08.
 - 4.2. The Senior Library Assistant S04 from the Public Services division will assume the title of Senior Library Assistant-Borrower Services S04.
 - 4.3. The Senior Library Assistant S04 from the Material Services division will assume the title of Senior Library Assistant-Material Services S04.
 - 4.4. The Senior Library Assistant S04 from the Youth Services division will assume the title of Senior Library Assistant-Youth Services S04.
 - 4.5. The Senior Library Assistant S04 from the Administrative Services division will assume the title of Senior Library Assistant-Administrative Services S04.
 - 4.6. After these assignments the following position will be discontinued: Senior Library Assistant S04.
5. The following positions will be reassigned to better support department needs:
 - 5.1. One Adult Services Librarian S08 will become a Youth Services Librarian S08.
 - 5.2. The .64 prorated Youth Services Librarian S08 will become a Senior Library Assistant-Youth S04 position.
6. Employees who transition to new grades as a result of this agreement will be assigned a step on that new grade that results in an increase in pay of at least 4.25%, and if the transition involves an advance of two grades, an increase in pay of at least 6.25%.
7. The attached job descriptions dated June 30, 2022, copies of which are set forth in Addendum B, will be adopted as part of this Agreement. The titles represented in these descriptions are as follows:

- Supervisor of Adult Services
- Supervisor of Borrower Services
- Supervisor of Materials Services
- Supervisor of Youth Services
- Assistant Supervisor of Adult Services
- Assistant Supervisor of Borrower Services
- Assistant Supervisor of Youth Services for Children



- Assistant Supervisor of Youth Services for Teens
- Library Systems Administrator
- Accessibility Librarian
- Digital Communications Librarian
- Librarian – Cataloger
- Librarian – Adult Services
- Librarian – Youth Services
- Programs and Communications Manager
- Literacy Coordinator
- Office Manager/Principal Bookkeeper
- Order Clerk
- Library Network Assistant
- Senior Library Assistant– Borrower Services
- Senior Library Assistant– Material Services
- Senior Library Assistant– Youth Services
- Senior Library Assistant– Administrative Services

8. This Agreement shall become effective within sixty (60) days following the date of execution hereof by all parties hereto.

9. This Agreement shall be governed by the laws of the Commonwealth of Massachusetts.

CITY OF NEWTON

AFSCME COUNCIL 93,
LOCAL 3092

By: Jill Mercurio
Jill E. Mercurio, Library Director

By: Maura LaFauce
Maura LaFauce, President

Date: 8/25/22

Date: 8-30-22

By: _____
Michelle Pizzi O'Brien,
Director of Human Resources

By: Bill Chiasson 9-1-2022
Bill Chiasson,
Metro Coordinator

Date:

Date:

By: _____
Maureen Lemieux,
Chief Financial Officer

Date:

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