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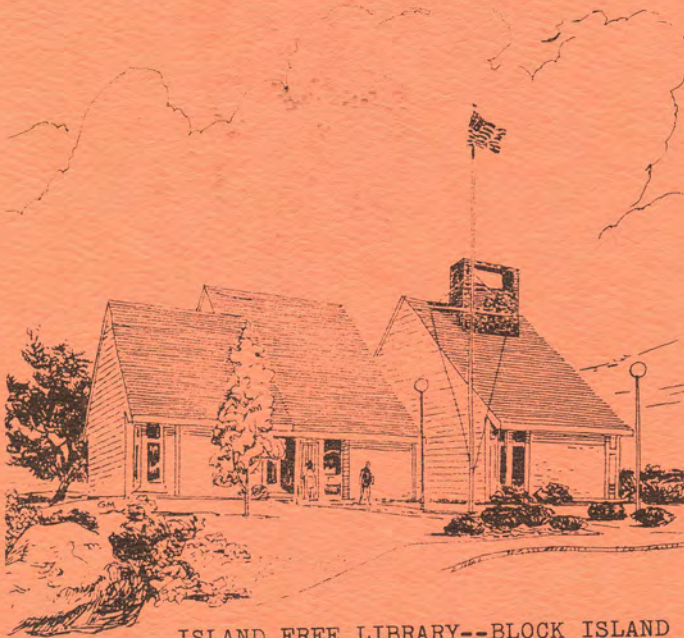
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Rhode Island Library Association Bulletin



May 1982

RHODE ISLAND LIBRARY ASSOCIATION

150 EMPIRE STREET

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The Bulletin is published monthly except in August. News and articles should be submitted to the editor by the 1st. day of each month for publication by the end of that month.

The Bulletin is a publication for public, school, academic and special libraries of Rhode Island. Published by the Rhode Island Library Association, the Bulletin welcomes news and discussion of interest to RILA members. Articles contained herein, however, do not necessarily reflect the ideas of the RILA membership, or the Bulletin staff or advertisers. All articles about library and media matters will be considered. All should be signed and should not exceed ten double spaced typed pages unless the editor is consulted. Cover art should be done in black and white and should measure 7 $\frac{1}{4}$ inches wide by 6 inches high.

The Bulletin subscription rates are \$8.00/year for agencies or individuals not holding membership in RILA. Advertising rates per issue are \$20 per $\frac{1}{4}$ page, \$35 per $\frac{1}{2}$ page, and \$50 per full page. Call the advertising manager for further information.

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COVER: The Island Free Library in Block Island, Rhode
Island, established in 1875. Sketch submitted
by Sandra M. Gaffett, Librarian.

EDITOR'S NOTEBOOK



This month's Bulletin publishes the extensive report of the first grievance presented to and acted upon by the RILA Personnel Committee since the Rhode Island Library Association adopted as official policy in 1978, the ALA statement on Security of Employment in Libraries. Job security is an important issue to all of us, so the dismissal of Library Director, John Bowman, by the North Smithfield Library Board should be of interest to the entire Bulletin readership. Unfortunately, the North Smithfield Public Library Executive Board did not agree to participate in the RILA Inquiry Team fact-finding process. Based on the evidence gathered, however, the Inquiry Team and the RILA Personnel Committee concluded that Bowman's dismissal did indeed lack due process. The RILA Executive Board recommended that the North Smithfield Public Library Board pay Bowman two weeks severance pay, adopt the ALA/RILA policy on security of employment in libraries, and compile a written personnel policy which would include job descriptions and personnel evaluation procedures. In the near future, RILA President, Anne Parent and Christian King, Chairman of the East Providence Public Library Board of Trustees plan to attend a meeting with the North Smithfield Public Library Board to discuss personnel policies. Results of the meeting will be published in the Bulletin.

Concerning extra copies of the Bulletin, please remember that additional copies are \$1.50 each. In the past, I've had many requests for extra complimentary copies of the Bulletin. Although the reasons given for needing extra copies were quite reasonable (i.e., "I loaned my copy to a GLS Student" or "I need some extra copies to show to my library trustees"), the high cost of printing the Bulletin makes it necessary for us to charge for all extra copies. RILA members receive the Bulletin as part of their membership, and contributors are sent two complimentary copies. If you have not received a particular issue of the Bulletin, let me know and I will send you the missing issue. If you have not been receiving any of your Bulletin issues, contact Paul Drake, Membership Committee Chair.

Debbie Barchi



REPORT ON A PERSONNEL DISPUTE INVOLVING LACK OF DUE PROCESS

INTRODUCTION

At its annual meeting in November, 1978, the Rhode Island Library Association (RILA) adopted as an official policy the American Library Association (ALA) statement on Security of Employment in Libraries. The RILA Executive Board charged the Personnel Committee with formulation of a grievance procedure in order to provide a mechanism for implementing the policy. The drafted procedure was adopted at RILA's annual meeting in October, 1979. (see Appendix A) The procedure itself comprises a fact-finding process to be undertaken by the Association's Personnel Committee at the request of a Rhode Island professional librarian. It has been carefully designed to ensure an impartial and objective investigation to be undertaken after adequate notice has been given to the employing library. The fact-finding process will not be invoked in any case under litigation or in any case in which administrative remedies provided by law or regulation have not been exhausted.

The purpose of the fact-finding process is to clarify the issues in the dispute and to encourage an amicable settlement. The Association's Executive Board monitors each step of the process and determines final disposition of the report of the fact-finding team. In publishing the following report, the RILA Executive Board takes action on the first instance of the grievance procedure being invoked.

On September 18, 1981, a Request for Action form was submitted to the RILA Personnel Committee by John B. Bowman, former Director of the North Smithfield Public Library (NSPL). As required in the grievance procedure, an Inquiry Team was appointed by the Personnel Committee. The team collected and analyzed data, drew conclusions, and submitted the report along with its recommendations to the Executive Board. The final step of the grievance procedure calls for "Any action deemed appropriate by the RILA Executive Board, including possible publication in the RILA Bulletin." Ultimate disposition may vary from case to case, as deemed appropriate by the Executive Board. In this case, the Executive Board decided to send the report of the Inquiry Team and its conclusions, together with the findings and conclusions of the Personnel Committee, to both the grievant and to the library board. It further decided to publish a report in the May issue of the RILA Bulletin that includes the Inquiry Team's report, the findings of the Personnel Committee, and pertinent excerpts from letters between and among the Executive Board, the NSPL and John Bowman.

The Executive Board notes with regret that the refusal of the NSPL Board to cooperate in the inquiry has resulted in a report based on incomplete information. Even in such a case as

this however, when only one party responds, that party has a right to be heard by the Association. The Executive Board recognizes that full cooperation of both parties is the only way to assure establishment of facts, as opposed to hearsay, and to ensure the accuracy and fairness of any report. The Executive Board concurs with the Personnel Committee's statement that the central conclusion of the Inquiry Team regarding the issue of lack of due process, as defined by the ALA/RILA Policy on Security of Employment in Libraries, (see Appendix B) is corroborated by an exchange of correspondence between Bowman and the Library Board that occurred immediately after Bowman's dismissal. In this exchange, the NSPL denied Bowman a hearing on his dismissal.

The Executive Board notes with satisfaction the statement of the NSPL Board that it is working on written personnel policies, procedures and job descriptions. The Executive Board is also pleased to note that the NSPL Board has offered to discuss adoption of the ALA/RILA Policy on Security of Employment in Libraries with RILA.

It is the hope and intention of the Executive Board, in publishing this report, to encourage employers and employees to participate fully in future inquiries to ensure accuracy of reports. It is further hoped that this publication will have a beneficial educational effect throughout the Rhode Island library community: that employers will be encouraged to adopt sound personnel policies for the protection of all parties, that prospective employees will inquire about such policies during the interview process, and that employees already working in libraries will urge employers continually to adopt and upgrade just and equitable personnel policies.

Inquiry Team Report on a Request for Action Submitted by John B. Bowman

On September 18, 1981, John B. Bowman submitted a "Request for Action" to the RILA Personnel Committee. The Personnel Committee accepted the Request, received Executive Board approval to proceed, and appointed an Inquiry Team consisting of Earl Schwass, Director of the U.S. Naval War College Library, Connie Lachowicz, Director of the South Kingstown Public Library, and Christian King, Chairman, East Providence Public Library Board of Trustees.

The Problem

In his "Request for Action" Bowman stated that he had been unfairly and unjustly dismissed from his position as Director of the North Smithfield Public Library. Alleging that his termination was unfair and lacked the elements of due process, Bowman asked the assistance of the Rhode Island Library Association in gaining reinstatement for a sufficient length of time to give him an opportunity to obtain another position.

The Background

THE LIBRARY AND ITS BOARD

The North Smithfield Public Library is a private library which receives town funds for serving the community of North Smithfield. The Library Board is self-perpetuating, composed of from ten to twelve members. Its executive officers include a President, Mrs. Viviane Baillargeon (President since August 1980), a Vice-President/Treasurer, Mr. George T. Helm, Jr. and a Chairman of the Library Committee, Mrs. Shirley Reichenberg. The executive officers hold regular monthly meetings. Quarterly meetings are scheduled for the entire Board.

THE COMPLAINANT

John B. Bowman is now a resident of Barrington, Rhode Island. Previously he had rented an apartment in North Smithfield. His undergraduate degree in Education was received from Keene State College in 1969, and his M.L.S. was received in 1980 from the University of Rhode Island. Bowman's library experience consists of four years spent as a school librarian at Bayview Academy and in the Cranston school system and five years at the North Smithfield Public Library.

SUMMARY OF THE PROBLEM

According to Bowman, he was hired by the North Smithfield Public Library Board as an assistant to the Director, Mrs. Hamlett, in August of 1976. He said that there was no contract or other written stipulation as to terms and conditions of employment, and that he was told by the Board that he would become Director upon Mrs. Hamlett's retirement, on the condition that he move to the North Smithfield area and that he complete his work for a master's degree in library science. Bowman stated that he was not given a job description.

Bowman stated that when Mrs. Hamlett retired in January of 1978, he was appointed Director at a salary of \$7,000.00. He said that again there was no contract or written job description involved. According to Bowman, he was invited to attend a Board meeting at which he was told that the Board was satisfied with his performance and that he would be appointed Director.

According to Bowman, regular monthly meetings were held in the library for the executive officers and the Director. Quarterly meetings were scheduled for the entire Board. Bowman stated that he submitted reports at the quarterly sessions but that he was not always given the opportunity to present his report at these meetings. He claimed never to have received copies of the Board meeting minutes, nor to have known of any operational guidelines or by-laws in effect for the Board. He also added that he was excluded from regular monthly meetings on several occasions in the last year of his employment.

Bowman stated that his directorship continued to the apparent satisfaction of the Board until early 1981. He said that during this time he met regularly with and reported to the Board and was given several \$500.00 salary increases. He received his master's degree in library science in the spring of 1980. Bowman said that in October of that year he asked the Vice President/Treasurer, Mr. Helm, for a raise which he needed in order to obtain an apartment

in the North Smithfield area. According to Mr. Bowman, Mr. Helm promised him that his salary would be increased in July 1981. When he did not receive the raise in July, Bowman claimed that he discussed the matter with Mr. Helm who said that he would take up the matter with Mrs. Baillargeon, the President. Bowman said that his next paycheck included the salary increase (which brought his annual salary to \$12,000.00) dating back to July 1st.

Although the regular salary increases and alleged absence of complaint can be considered evidence of Board satisfaction with Bowman's performance, there appears to have been some indication of dissatisfaction on the part of Mrs. Baillargeon, the President of the Board, during his last year of employment.

Bowman said that sometime in 1980, he made initial moves for proposed library renovations which were to be undertaken primarily to increase shelf space. He noted that he arranged for recommendations from a library consultant. Mrs. Baillargeon and other Board members wrote a grant proposal to the Rhode Island Foundation, which was ultimately accepted. Bowman said that although he originally was to be included in decisions for the renovations, the Board took over and either left Bowman out or ignored his ideas and recommendations concerning the renovations. (Actual work on renovating the library began in mid-summer of 1981, just prior to Bowman's termination.)

In March 1981, Bowman stated he met with Mrs. Baillargeon and Mrs. Reichenberg, another member of the Board. It is not clear who asked for this meeting. Bowman said that Mrs. Baillargeon asked him to prepare a report on the duties of the Director, and also asked him to prepare a written procedure for interlibrary loans that could be used to inform patrons. He said also that she asked him to report for work at 9:30 a.m. on Tuesdays, Thursdays and Fridays, when the library opened at 1:00 p.m.

Bowman stated that he complied with all of Mrs. Baillargeon's requests made at this meeting. Concerning reporting for work at 9:30 a.m., Bowman stated that it was his practice to report at 9:30 a.m. but that, as the only person there, he frequently was out of the building shovelling, picking up trash or watering flowers. He said that on occasion he had to go in his car for supplies or perform other chores, sometimes in response to requests from Mrs. Baillargeon. As a result of this activity, Bowman was frequently not in the building when Mrs. Baillargeon or others may have telephoned. Bowman also stated that he frequently worked evenings and Saturdays so that he regularly worked more than forty hours a week.

Bowman noted that between March and August two incidents occurred. One involved the receipt of a check from the Rhode Island Foundation for the library renovations. Bowman stated that he had been told by Mrs. Baillargeon to open any letter he received from the Rhode Island Foundation. A piece of mail was received at the library, but because the address on the envelope was that of a bank, not the Rhode Island Foundation, Bowman did not open it. He said that he did call Mrs. Baillargeon twice

about this piece of mail, but that she was on vacation. When Mrs. Baillargeon returned from vacation, Bowman said that she called him, and that in this conversation he neglected to tell her about the envelope. According to Bowman, Mrs. Baillargeon later claimed that in this conversation she reminded him about the Rhode Island Foundation check. Bowman did not remember any mention of the check in this conversation. He had understood that he was to hold the check for Mrs. Baillargeon, but he said that she later claimed that he had been told to send the check to the Treasurer. Bowman's oversight became apparent when Mrs. Baillargeon received a call from the Rhode Island Foundation asking if the check had been received. When she called Bowman to inquire about the check, he apologized for his error. Bowman knew that Mrs. Baillargeon was unhappy about this situation and he felt she had a legitimate complaint.

The second cited incident occurred when Mrs. Baillargeon came to the library for the Rhode Island Foundation check. Bowman said that she sent him on an errand and while he was gone she looked through Bowman's desk for the check. Instead she found a letter in his desk which Bowman was holding for her that was addressed to the former chairman. The contents of the letter dealt with a meeting on Cable TV. Bowman stated that up to that time he had generally held the mail and distributed it at a Board meeting. After this incident, Bowman stated that Mrs. Baillargeon asked him to immediately forward all mail received at the library for the Board. Bowman said that he agreed to do this.

In May 1981, a book sale was held, from which some \$200.00 was raised for the library. Bowman said that he and Mrs. Richer, a part-time library worker, agreed that he should deposit these monies in a bank near the library. He opened a new account for this money, but did so in his own name, with no notation that the money belonged to the library. He said that the passbook was kept in a drawer at the library for use as an "emergency or contingency fund." Bowman never reported the account to the Board, nor was he asked about the proceeds from the book sale. After Bowman was terminated, Mrs. Richer informed Mrs. Baillargeon about the account. Bowman said that he then returned to the library to sign a bank form transferring the account to the library.

According to Bowman, the Board alleged that he over-expended his book budget by \$1,000.00 in FY-81. Bowman acknowledged that he had overspent by \$1,000.00 in FY-80, but not in FY-81. Bowman said that as a result of the over-expenditure in FY-80, the treasurer required him to keep additional records. Bowman stated that he did keep additional records for FY-81 and also cut back in book purchases that year because of impending renovations.

On August 24, when Bowman arrived at the library, he said that he was met by Mrs. Baillargeon and another member of the Board. Bowman claimed that Mrs. Baillargeon told him that he was dismissed and that he was to collect his belongings from the office and to leave at once. According to Bowman, Mrs. Baillargeon added that he would receive two weeks' severance pay and accrued vacation pay. He quoted Mrs. Baillargeon as saying there had

been a meeting of the Board the previous Thursday night, when it was decided that his job performance was not up to standards and he was to be terminated immediately and would have no recourse. When Bowman asked for a reason, he asserted that he was told that there had been general dissatisfaction with his performance over the last three years. The following day, Bowman addressed a letter to Mrs. Baillargeon asking for a meeting with the Board in order to present his side of the story. He received a letter in reply from the Vice-President/Treasurer of the Board enclosing a check for his pay up to the time of termination and stating that no further purpose would be served by a meeting with him. The letter did not contain the severance pay Bowman said had been promised.

Two weeks later, Bowman submitted a Request for Action to the RILA Personnel Committee which invoked the Grievance Procedure adopted by the Rhode Island Library Association.

Actions of the RILA Personnel Committee

Following a review of Bowman's "Request for Action," the RILA Personnel Committee forwarded the request to the RILA Executive Board on September 24, 1981, recommending that the request be approved. On October 6, 1981, the RILA Executive Board approved the request and instructed the Personnel Committee to undertake the inquiry. An Inquiry Team consisting of Professor Earl R. Schwass, Library Director, Naval War College; Mrs. Christian King, Chairman, Board of Trustees, East Providence Public Library; and Ms. Connie Lachowicz, Director, South Kingstown Public Library, was appointed by the Personnel Committee.

On October 8, 1981, the President of RILA informed the President of the North Smithfield Public Library Board and Mr. Bowman of the initiation of the inquiry and requested their cooperation with the Inquiry Team. The Inquiry Team began the process by interviewing Mr. Bowman on October 19, 1981. In a letter received by the Inquiry Team shortly thereafter (dated October 19, 1981), the North Smithfield Public Library Board refused all cooperation, stating that in their opinion, the RILA procedures did not apply because they had not been approved by the North Smithfield Public Library Board. Further attempts on the part of the Inquiry Team to obtain the cooperation of the North Smithfield Public Library Board via telephone and correspondence were not successful.

Actions of the Inquiry Team

The Inquiry Team interviewed Bowman on October 19, 1981. The interview was tape recorded and the transcription was certified by Bowman.

Findings of the Inquiry Team

In light of the information gathered, the Inquiry Team reviewed the allegation set forth in Bowman's "Request for Action," namely that his termination lacked the elements of due process and was unfair. The findings of the Inquiry Team are based on the ALA/RILA Security of Employment in Libraries statement.

1. Lack of due process. The Security of Employment in Libraries statement defines due process as including "at least the following: statement of charges followed by opportunity for a fair hearing; the right of counsel if desired; the right to present evidence and to cross-examine; a decision based on the record of the hearing; the right to appeal a dismissal judgement."

Based on Bowman's testimony, and corroborated by letters between Bowman and Mrs. Baillargeon (copies of which were reviewed by the Inquiry Team), the Inquiry Team found that Bowman's dismissal lacked all these elements of due process.

2. Fairness. The Security of Employment in Libraries statement declares that "Professional competence, in accordance with the aims and objectives of librarianship and the official policies of the library's governing board, should be the criteria for acceptable performance for a librarian with permanent appointment, who shall not be terminated without adequate cause, and then only after being accorded due process. Interpretation of this policy on security of employment in libraries should include the following:

- a). The precise terms and conditions of every appointment should be stated in writing and should include a clear statement of the institution's practice in regard to probation, security of employment, and retirement. This statement should be in the possession of both the institution and the prospective employee before the appointment is made.
- b). Adequate cause is limited to: demonstrable incompetence; mental or physical incapacity; willful neglect of duties; mandatory retirement; bona fide financial exigency.

Based on Bowman's testimony and in the absence of confirmation or refutation on the part of the North Smithfield Public Library Board, the Inquiry Team found that:

1. Precise terms and conditions of appointment and continuous employment were apparently not in Bowman's possession.
2. While the "adequate cause" of the North Smithfield Public Library Board in dismissing Bowman appears to have been based on demonstrable incompetence and willful neglect of duties, the Inquiry Team finds these charges questionable for the following reasons:
 - A. Allegations that Bowman was tardy, not mentioned until March 1981, seem unjust in view of the apparent absence of written terms and conditions of work.
 - B. The incident involving the R.I. Foundation check is an indication of carelessness on Bowman's part. His practice of holding mail for Board members, however, is not an unusual one in local libraries. According to Bowman's testimony, the oversight was not "willful neglect of duties."
 - C. Bowman's deposit of receipts from the book sale in a new account opened in his name showed lack good judgement on his part, but the Inquiry Team did not find evidence of misrepresentation or misuse of funds.

- D. There is confusion regarding the question of the fiscal year in which Bowman actually overspent his book budget and the entire matter appears to be the result of poor record-keeping. Bowman claims to have subsequently corrected this.

Conclusions of the Inquiry Team

1. Bowman was terminated as Director of the North Smithfield Public Library without due process as defined by the ALA/RILA Security of Employment in Libraries statement. The refusal of the Board to meet with Bowman and allow him to defend himself was arbitrary.
2. The Board's actions in this matter could have been partially vindicated if it had cooperated with the Inquiry Team. As a result of the lack of cooperation, the Inquiry Team was seriously hampered in its investigation.
3. If two weeks' severance pay was indeed promised to Bowman and later denied, this decision was unjust. Bowman's testimony was the only information available to the Inquiry Team on this matter. (Even in the absence of a promise, severance pay seems to be called for under circumstances of abrupt dismissal.)
4. While Bowman may have been careless in several instances, none of Bowman's actions known to him as possible causes for his dismissal appear to have involved "demonstrable incompetence" with the possible exception of the over-expenditure of the book budget. Substantiation for any allegations of incompetence is impossible in the absence of cooperation of the NSPL Board with the Inquiry Team.

Recommendations of the Inquiry Team

1. Although Bowman indicated in his "Request for Action" that in his view a satisfactory resolution of the problem would be his reinstatement as Director until he could find another position, the Inquiry Team does not recommend this action. It is highly unlikely that a satisfactory working relationship could be re-established between Bowman and the Board.
2. It is recommended that North Smithfield Public Library Board pay Bowman two weeks severance pay.
3. It is recommended that the North Smithfield Public Library Board adopt the ALA/RILA policy on Security of Employment in Libraries.
4. It is also recommended that the North Smithfield Public Library Board adopt a written personnel policy which includes job descriptions and personnel evaluation procedures.
5. It is further recommended that the North Smithfield Public Library Board include the Director in all Board meetings except where his/her salary or tenure are discussed.

Correspondence and Actions Relating to the Grievance Procedures

- | | |
|-----------------|---|
| August 25, 1981 | Letter from John Bowman to Mrs. Baillargeon-- request for hearing with Board, North Smithfield Public Library |
| August 28, 1981 | Letter from George Helm, Vice-Pres. and Treasurer of NSPL, denying Bowman's request for a hearing |

September 24, 1981 Earl Schwass, Chair, Personnel Committee, to Beth Perry, RILA President--explaining receipt of a request for action

October 6, 1981 RILA Executive Board accepts grievance

October 7, 1981 Inquiry Team is appointed by Personnel Committee

October 8, 1981 Letter from RILA President Beth Perry to Mrs. Baillargeon, N. Smithfield Public Library Board Chair--explaining request for action and asking for their cooperation in working with the Inquiry Team

October 19, 1981 Bowman interviewed by Inquiry Team. Interview tape-recorded and subsequently transcribed

October 19, 1981 Letter from Helm/N. Smithfield Public Library sent to Earl Schwass concerning October 8, 1981 correspondence and the fact that the North Smithfield Public Library Board had never been made aware of the RILA inquiry process. Stated would be pleased to furnish RILA with an affidavit from past two slates of officers stating this

October 22, 1981 Letter from Earl R. Schwass to Mrs. Baillargeon explaining the grievance procedure and requesting their cooperation

November 20, 1981 Letter to John Bowman from Earl Schwass attached to original copy of interview transcript asking Bowman to review and make corrections but not to add any substantive material

December 4, 1981 Inquiry Team meets to complete report

December 16, 1981 Letter from Earl Schwass to North Smithfield Public Library Board enclosing Inquiry Team Report without conclusions and recommendations

December 29, 1981 Inquiry Team and Personnel Committee submit their reports to the Executive Board

January 5, 1982 Letter to Mrs. Baillargeon and Mr. Bowman from RILA President enclosing Inquiry Team and Personnel Committee report with conclusions and recommendations and requesting response to the conclusions and recommendations only, no later than January 20, 1982

January 6, 1982 Letter to Earl Schwass from George Helm, re: Earl's letter of 12/16/81 and enclosing copy of DES hearing report. Letter also states that the Library Board chose not to participate in Inquiry because of its conviction that "should all the facts be known Mr. Bowman's career in the profession would be seriously impaired."

January 15, 1982 Letter to Anne Parent from John Bowman agreeing with the Inquiry Team and Personnel Committee's Findings and Recommendations

January 15, 1982	Letter to Anne Parent from NSPL taking exception with the RILA Personnel Committee conclusion that Bowman was denied due process, noting that it is working on personnel policies, and stating its willingness to discuss adoption of policies
February 11, 1982	RILA Executive Board requests that A. Parent and C. King meet with NSPL Board regarding Personnel policies
April 21, 1982	Meeting scheduled

Findings of the RILA Personnel Committee

The Personnel Committee recognizes that the Inquiry Team was hampered in its investigation by the North Smithfield Public Library Board's refusal to cooperate in the inquiry. The contention of the Board that it was not required to cooperate because it had not approved the RILA Grievance Procedures is beside the point. The RILA Grievance Procedures were adopted by the Association in an effort to assist members of the library profession and library governing boards involved in employment disputes. The procedures are invoked whenever the RILA Executive Board approves a Request for Action by an individual librarian. Prior approval of the procedures by a party to a dispute is not required. What is required to give the grievance procedures maximum effect is cooperation on the part of all parties to a dispute. However, refusal of cooperation by one party does not invalidate the procedures if the Inquiry Team is able to gather sufficient evidence on which to base its conclusions and recommendations. In this case, the central conclusion of the Inquiry Team, i.e. that Bowman's dismissal lacked due process, is well supported by the available information, which consists of Bowman's testimony and the exchange of correspondence between him and the Library Board.

Having carefully reviewed the report of the Inquiry Team, the Personnel Committee concurs in the report's conclusions and recommendations. Whatever justification the North Smithfield Public Library Board may have had for dismissing Bowman, the procedure it followed in dismissing him was totally lacking in due process and showed complete disregard for the well-being and future of an employee who had served the library for five years.

The Personnel Committee considers that the failure of the North Smithfield Public Library Board to adopt and follow written personnel policies and procedures, was largely responsible for this unfortunate occurrence.

Recommendations of the RILA Personnel Committee

1. That this report be forwarded to all principals in the case: John B. Bowman and members of the North Smithfield Public Library Board.
2. That this report be published in the RILA Bulletin.

Actions of the RILA Executive Board

At the Executive Board meeting on December 29, 1981, the Personnel Committee presented its report and that of the Inquiry Team. As background to its written report, the Committee advised the Executive Board that the Department of Employment Security, on October 14, 1981, had denied Bowman's appeal for unemployment benefits. The Department of Employment Security made this decision based on evidence submitted by the North Smithfield Public Library Board which charged Bowman with substandard performance.

Having received the reports and recommendations of the Inquiry Team and the Personnel Committee, the Executive Board decided to forward complete copies of these reports to both parties, with a request that they respond to the findings and recommendations by January 20, 1982.

Both parties responded by that date. John Bowman made a few clarifications of his earlier remarks and closed his letter by stating: "I think the Findings of the Inquiry Team are correct and I subscribe to the Recommendations. I only hope that something positive, not necessarily for me but for future librarians, will result from the extensive effort that went into this report."

The North Smithfield Public Library Board, in its letter, took exception to the conclusion that Bowman was denied due process: "Quite the contrary, Mr. Bowman was counselled many times, concerning not only his duties and responsibilities with the Library, but also his failure to abide by certain standards which were set for him." Elsewhere in its letter, the Board states that "Mr. Bowman attended all but two Board meetings until his dismissal. He was not invited to the May 26, 1981 meeting at which his tenure was discussed, but several days later, Mrs. Shirley Reichenberg, Chairman of the Library Committee, met with Mr. Bowman again to discuss the Board's dissatisfaction with his work performance. Mr. Bowman was not invited to the June 18, 1981 meeting as this was a workshop on personnel policies and job descriptions." The Library Board also made the following points: that "The North Smithfield Public Library Board has been working on written personnel policies and procedures and job descriptions since April 1981." The Board further stated that the committee "worked diligently on this material and met with Mr. Bowman on May 18, 1981 for his suggestions and recommendations and a full Board workshop was held on June 18, 1981, and they are awaiting final revision."*

The North Smithfield Public Library Board also stated that it was willing to meet with representatives of the Rhode Island Library Association in order to discuss the adoption of personnel policies and possible adoption of the Security of Employment in Libraries statement.

*It appears that the NSPL Board's interpretation of due process does not agree with the ALA/RILA definition of due process as defined in Appendix B. (Executive Board)

At its February 11 special meeting, the RILA Executive Board agreed that the meeting should take place. The Board requested that arrangements be made for Anne Parent, RILA President, and Christian King, Chairman of the East Providence Public Library Board of Trustees, to attend a meeting of the North Smithfield Public Library Board for the purpose of discussing the adoption of personnel policies and the Security of Employment in Libraries statement, and that a report of that meeting be included in the overall report submitted for the May issue of the RILA Bulletin.

In a telephone conversation, Mrs. Baillargeon told Mrs. Parent that the agenda for the Library Board's March 18 meeting was full, and a special Board meeting was tentatively scheduled for March 29, when Mrs. Baillargeon said that the Board member with the greatest responsibility for personnel policies would have returned from vacation. During the week of March 22, Mrs. Baillargeon informed Mrs. Parent that the incoming Library Board chairman, Mr. Helm, would not be available for that meeting. The meeting was rescheduled for Wednesday, April 21. Because the rescheduled meeting date postdated the deadline for submission of the material for the May RILA Bulletin, it was decided to publish the report without including results of that meeting. Follow-up reports on future actions of the North Smithfield Public Library Board will be published as deemed appropriate by the Executive Board. Anne Parent had requested that the library send any documents which the Board may now have regarding by-laws, personnel procedures, etc. to her before the meeting. It was agreed that RILA would provide sample by-laws and personnel policies from some other Rhode Island libraries as well as ALA's guidelines for formulating personnel policies. Currently, Mrs. Parent and Mrs. King are reviewing a draft of the Library's personnel policy and formulating recommendations for the April 21 meeting.

Conclusions of the RILA Executive Board

The RILA Executive Board regrets that mediation between the parties and a complete resolution of differences in this dispute has not been possible. The Board agrees with the conclusions and recommendations of the Inquiry Team and Personnel Committee.

1. It is recommended that the North Smithfield Public Library pay Bowman two weeks severance pay, despite the Library Board's claim that promise of such is not factual. The Executive Board concurs that there may have been some confusion, as Bowman appears to have been owed two weeks pay already earned for time in the library's employ, and that he may have misconstrued promise of this payment as promise of severance pay. (Bowman did receive on August 28, 1981 pay earned for weeks ending August 14 and 21.) Nevertheless, the Executive Board thinks that payment of an additional two weeks severance pay is appropriate under the circumstances of abrupt dismissal, and that such payment would not carry with it any implication of admission to wrongdoing by either party.

2. It is recommended that the North Smithfield Public Library adopt the ALA/RILA policy on Security of Employment in Libraries. While RILA has not yet specifically recommended that libraries adopt this policy it is an objective of the Personnel Committee to request adoption of all RILA-approved Personnel policies by public library boards in 1982/1983. Reasonable alternatives are not disallowed from the recommendations, (some individual libraries have effected more stringent policies regarding tenure of library workers) but the Executive Board believes that the Security of Employment statement affords at least the minimal degree of protection needed by management and employees in libraries. The NSPL Board has agreed to consider adoption of this statement according to the January 15 letter from Mrs. Baillargeon to Anne Parent.

3. It is recommended that the NSPL adopt a written personnel policy that includes job descriptions and personnel evaluation procedures. The Association recommends that all libraries adopt such personnel policies and has offered workshops on these topics. The draft policy received by Anne Parent and Christian King for review indicates NSPL's willingness to fulfill this objective.

4. It is recommended that the NSPL Board include the Director in all Board meetings except where his/her salary or tenure are discussed. According to Mrs. Baillargeon in her January 15 letter, "Mr. Bowman attended all but two Board meetings until his dismissal." This statement conflicts with Bowman's testimony that he had "not sat in on a Library Board meeting in months and [had] no idea what they are thinking." (letter from Bowman to Baillargeon dated August 25, 1981) Whatever the practice was in the past, the Executive Board recommends that this Board and all library boards include the Director in meetings. According to Mrs. Baillargeon, the current Director is required to attend all Board meetings. (January 15 letter from Baillargeon to Parent)

5. The Executive Board agreed to publish this report in the RILA Bulletin in the belief that it will not, as suggested by the NSPL Board, "violate the rights of the North Smithfield Public Library and also the rights of Mr. Bowman and his opportunity for future employment." (January 15 letter from Baillargeon to Parent)

Prior to adoption by the membership in October 1979 of the RILA Grievance Procedure, the Association sought legal advice regarding the procedure, and was assured that the procedure is not a substitute for legal action and is not enforceable in a court of law. Nor is it RILA's intention to embarrass the library or the complainant, or to imply culpability on the part of either.

Summary

The Executive Board wishes publicly to thank the Inquiry Team and the Personnel Committee for the considerable effort involved in this report. Countless hours have been spent by members of these groups, by the Executive Board, both individually and collectively, and by all parties involved in the dispute. It is sincerely hoped that these efforts will have a beneficial, educational effect. If even one library or employee is hereby

encouraged to effect or to upgrade personnel policies or procedures as a result of these efforts, then the greatest purpose of the Association in publishing this report will be accomplished.

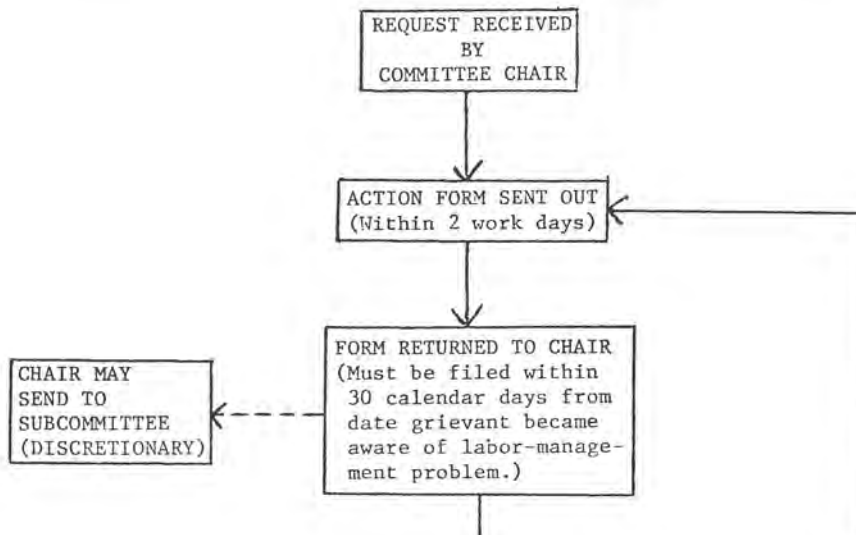
The Personnel Committee and Executive Board are committed to reviewing, clarifying, and recommending improvements of the procedures employed in this dispute on a continuing basis. Recommendations from Association members or other interested parties will be welcomed and may be sent to the attention of the current Personnel Committee chair or Association president.

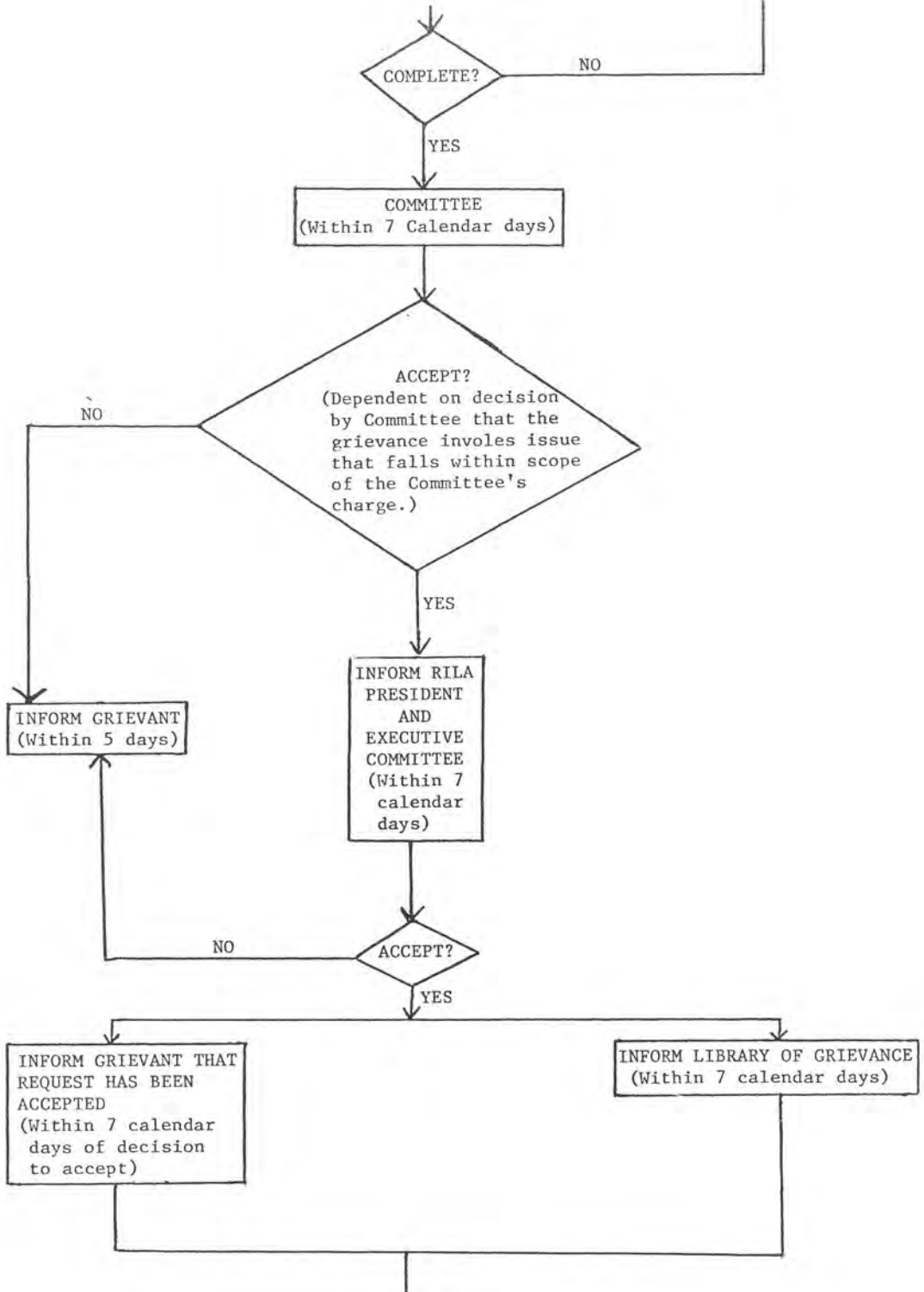
It is recognized that education in personnel matters is also an ongoing process for libraries and library employees. Errors and injustices will never be eliminated entirely, but may diminish with continuing education in these matters. Libraries and librarians are encouraged to seek amicable resolution of personnel disputes prior to initiating inquiry, and to invoke the procedures of the Rhode Island Library Association if difficulties arise to inhibit other means of settlement. The Association's procedures carry no legal authority. Compliance with any recommendations rests upon the consent of the disputing parties.

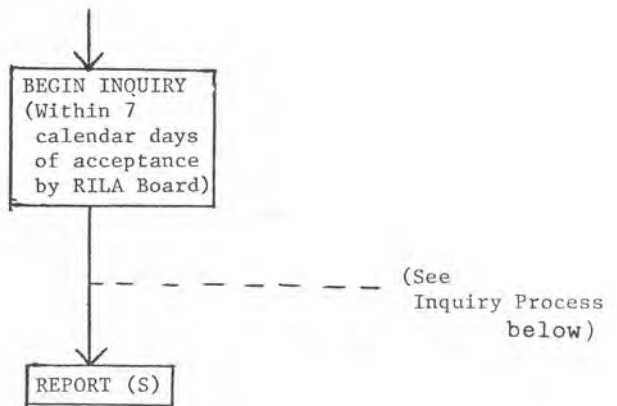
The employer/employee relationship is inevitably a complex and potentially a volatile one. By publicly helping to resolve intractable differences between employers and employees, RILA, whose membership includes both, works to build and safeguard a library climate of justice and employment satisfaction that will permit us to turn our full attention to our professional responsibilities of providing library service in Rhode Island.

RHODE ISLAND LIBRARY ASSOCIATION GRIEVANCE PROCEDURE

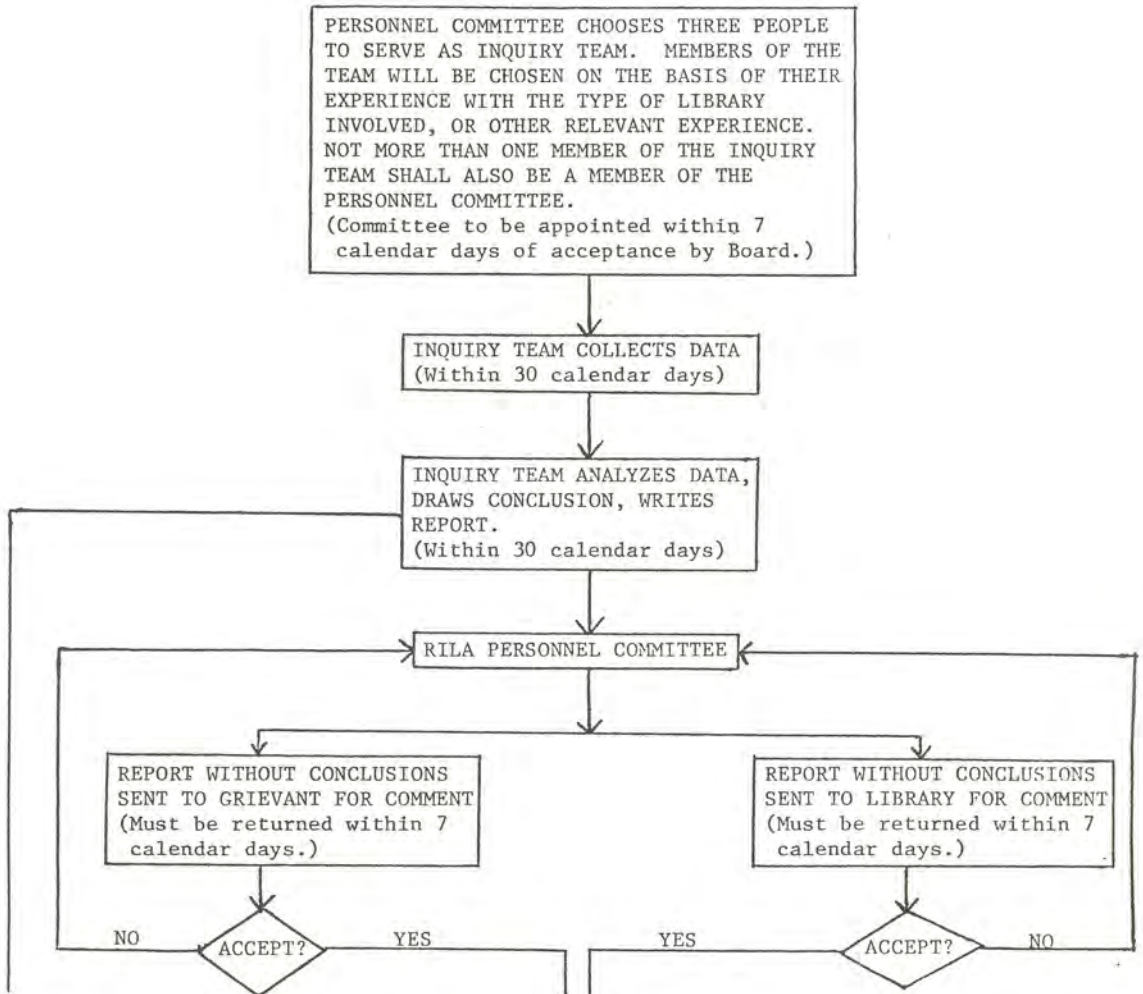
Adopted October 1979

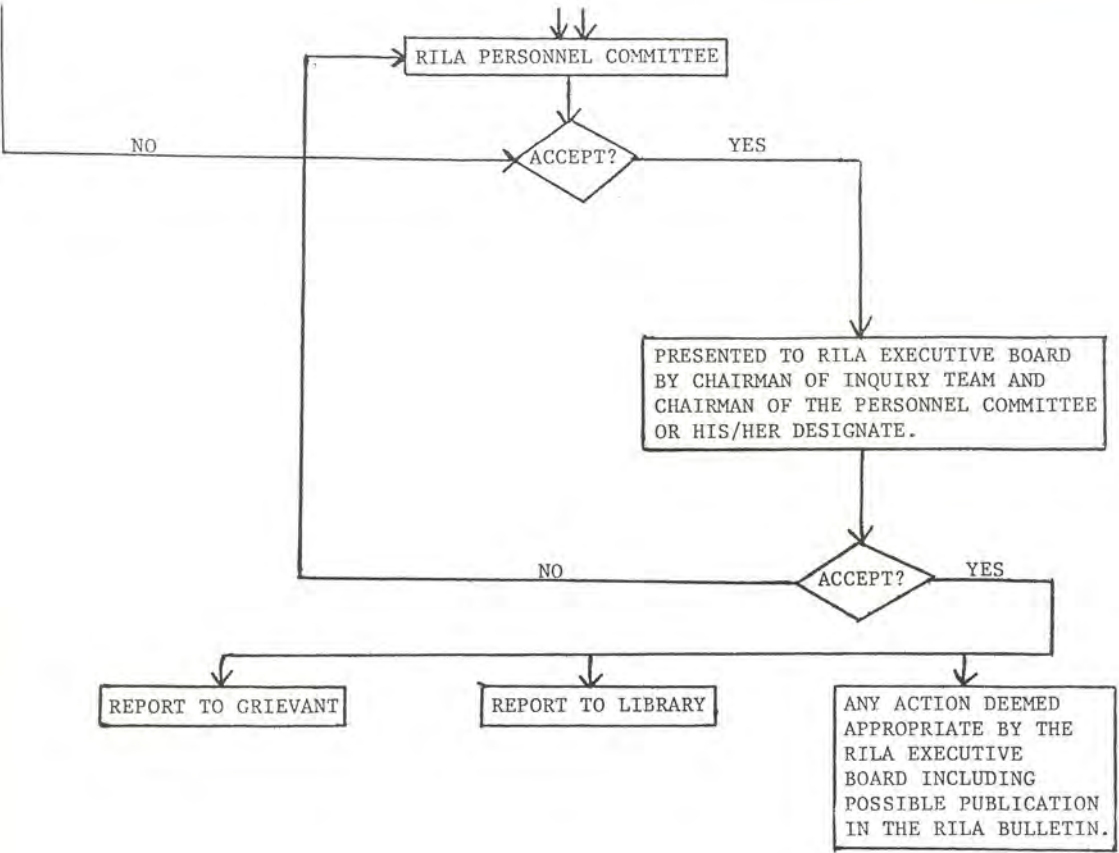






INQUIRY PROCESS





SECURITY OF EMPLOYMENT IN LIBRARIES

(Adopted by ALA Council, July 1974)

(Adopted by RILA, November 1978)

Libraries exist for the common good: They collect, organize and disseminate the graphic records of man's past actions, present concerns, and future aspirations. Libraries operating under the policies set for the the Library Bill of Rights support the continuing development of an informed citizenry by enabling all persons to educate themselves and thereby participate responsibly in the decisions affecting their lives and society as a whole.

If the needs of all library users and of society in general are to be satisfied, librarians must be provided with security of employment. Security of employment enables a librarian to work responsibly without fear of interference or of arbitrary or unjust dismissal. Security of employment encourages a librarian to make professional decisions for the common good without fear of reprisal. Security of employment provides a sufficient degree of economic security to make the profession of librarianship attractive to men and women of ability. Security of employment protects a librarian against dismissal for carrying out the principles of the Library Bill of Rights.

Security of employment means that, following the satisfactory completion of a probationary period, the employment of a librarian under permanent appointment carries with it an institutional commitment to continuous employment. Professional competence, in accordance with the aims and objectives of librarianship and the official policies of the library's governing board, should be the criteria for acceptable performance for a librarian with permanent appointment, who shall not be terminated without adequate cause, and then only after being accorded due process.

Interpretation of this policy on security of employment in libraries should include the following:



1. The precise terms and conditions of every appointment should be stated in writing and should include a clear statement of the institution's practice in regard to probation, security of employment, and retirement. This statement should be in the possession of both the institution and the prospective employee before the appointment is made.
2. Adequate cause is limited to: demonstrable incompetence; mental or physical incapacity; willful neglect of duties; mandatory retirement; bona fide financial exigency.
3. Due process includes at least the following: statement of charges followed by opportunity for a fair hearing; the right of counsel if desired; the right to present and to cross-examine; a decision based on the record of the hearing; the right to appeal a dismissal judgement.

4. Permanent employment status shall not preclude evaluation of performance at regular intervals according to applicable institutional policies and procedures.
5. Permanent employment status shall not preclude realignment of responsibilities within the library to meet changing needs of the institution, provided that such realignment is done according to applicable institutional policies and practices, and provided further that such realignment does not result in reduction in rank (if any held) or salary.

-
1. Library Bill of Rights. Adopted June 1948. Amended February 1961 and June 1967 by ALA Council.
 2. Permanent appointment in different types of libraries is variously called tenure, continuous appointment, career service, regular contract, etc.

RHODE ISLAND LIBRARY ASSOCIATION

GOVERNMENT RELATIONS COMMITTEE

 Invites you to a Reception and Cocktail Party at the Metacomet Country Club to honor the State Legislators who sponsored our 1982 library legislation. 


Wednesday, June 8, 1982, 6 p.m.-8 p.m.

MENU INCLUDES:

Cheese Puffs	Figs in a Blanket
Fish Balls	Egg Rolls
Swedish Meatballs	Barbecued Chicken Wings
Vegetable Tray with Cheese Dip and Crackers	
CASH BAR	PRICE \$7.50

R.S.V.P. by June 2 to Roberta Cairns, East Providence Public Library, 41 Grove Avenue, E. Providence, RI 02914

Make check payable to RILA. Please enclose a stamped, self-addressed envelope to facilitate receiving your ticket which is required for admittance.



meeting notes

COLA REPORT

The Coalition of Library Advocates met on Thursday, April 15. The primary concern of the group focused on the Reagan budget and the impact of the loss of funds on Rhode Island libraries. COLA is taking an active role in presenting the needs of libraries to RI's Congressional Delegation. COLA officers, together with representatives of RILA, met with Senator John Chafee and Representatives St. Germain and Schneider while they were in Rhode Island for the Easter recess. All three legislators were optimistic about the mood of Congress on the Reagan budget.

COLA plans to increase public awareness and support for libraries through increased publicity about COLA actions on behalf of libraries. A press conference following the return of the Legislative Day participants (Fay Zipkowitz, Bruce Daniels, and Joan Reeves) is planned to alert the public to the plight of libraries should the Reagan cutbacks take effect. While in Washington, our delegation will be meeting with RI's Senators and Representatives and presenting them with the petitions signed by thousands of their constituents who are concerned about the loss of federal aid to libraries.

COLA has also broadened its membership operating agreement to include non-library organizations interested in libraries and library-related issues. The library celebration originally planned for June has been postponed until September 30 to allow more time for planning a major event. The next meeting of COLA is scheduled for May 27 at 2:30 at DSLS.

Reporter: Sondra L. Giles
Providence College



NEWS
from the
RILA EXECUTIVE BOARD

President Anne Parent has sent letters to the members of Rhode Island's Congressional Delegation urging them to make or renew their efforts at this crucial time to support a strong federal role in the maintenance and improvement of libraries.

Members of the RILA Executive Board and members of the Coalition of Library Advocates have met with Rhode Island's Congressional Delegation to discuss the federal situation. They urge RILA members to express their concern also by writing to their legislators. See issues of the "Legislative Newsletter" for the names and addresses of Rhode Island's Senators and Representatives in Washington.

The Executive Board has appointed a seven member Nominating Committee to establish a slate of candidates for the next election of officers for the Association.

At the request of RI/JMRT, the Executive Board has voted to invite JMRT to present its Award plaque at RILA's Annual Conference Business Meeting.



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Sundays 12-6



conference

The Conference Committee has submitted to the Board its recommended policy of speakers' honoraria and expenses and has received Board approval for the policy.

NOMINATING

Suggestions for candidates for next year's RILA Executive Board are being sought. If you would like to nominate someone for office, please fill out the following form and send to RILA Nominating Committee, c/o RILA Bulletin News Editor, Providence College.

To: RILA Nominating Committee from: _____

I suggest the following persons as possible candidates for

Pres. elect/v. pres. _____

Secretary _____ Treasurer _____

Member-at-large _____ NELA Councilor _____

public relations

The Public Relations Committee is eagerly awaiting responses to the Bulletin appeal for librarians willing to appear in ads. Have you sent yours in yet? The committee is also seeking slides of Rhode Island libraries to use as background during television station breaks. If you have slides or a logo that can be used, send them to Lauri Burke, Barrington Public Library.



PEOPLE IN THE NEWS

Earleen Gamache, Director at Lincoln Public Library, presented a workshop at the RIEMA conference entitled "PR in a Package". Earleen, who was involved in newspaper work before becoming a librarian, demonstrated many ideas for flyers, newsletters, and publicity gimmicks.

Marcia Sessions, Assistant in the Youth Services Department at Barrington, has been appointed Lower School Librarian at the Wheeler School in Providence beginning in September.

James A. Findlay has been appointed the new head of the Rhode Island School of Design Library. Mr. Findlay, who was the Assistant Librarian, Latin American Art, at the Museum of Modern Art in New York, received his BA and MLS from Wayne State University and his Master of Arts from the University of California at Los Angeles. He is a past President of the Art Libraries Society of North America (ARLIS), Southern California Chapter and President elect of ARLIS, New York Chapter.

Sam Streit, Assistant University Librarian for Special Collections at Brown and RILA Member-at-Large, has been elected to the Grolier Club in New York. The Grolier Club is a century-old club of book collectors, rare book dealers, and librarians.

Carol Gallant has been appointed Assistant Librarian at Greenville replacing Shirley Steere. Carol has been with the library for nine years doing children's work and reference. She holds an MLS from URI.

Norma Funaro, another longtime staff member at Greenville, has been appointed circulation librarian.

Kathleen Pine of Providence has been named Children's Librarian at Cumberland. She replaces Angel-Anne Randall who went to Cranston.

Lauri Burke, Adult Services Librarian at Barrington, spoke recently as a part of a panel at the annual Adult Education Conference on the cooperative arrangement between the Barrington Public Library and the Barrington Community School.

Representatives of the Island Storytelling Cooperative (Jane Lemos, Bobbi Stevens, Mala Scheutz, Elaine Miller, and Diane Martin) presented a program at the RIEMA annual conference that explained the workings of the coop and gave a performance of stories from the coop repertoire with interstory games that can fill out a storytelling program.

BULLETIN BOARD

BUILDINGS IN BOOKS EXHIBIT: Providence Public Library is exhibiting select items from its Edward I. Nickerson Architectural Collection in the second floor Exhibition Hall, May 7 - June 18. The exhibit features 19th century American architecture. The display is open free to the public during library hours. It is being shown in conjunction with exhibits at the Rhode Island School of Design Museum of Art and at Brown University entitled "Buildings on Paper". The Providence Public Library Nickerson Architectural Collection was established in 1908 by Lyra Brown Nickerson in memory of her father, noted Providence architect, Edward I. Nickerson. She donated his private library to Providence Public Library and endowed the collection, thereby enabling the Library to add future architectural publications.

SYSTEM SERVICES MANUAL: Congratulations to Western Regional Coordinator, Paul Drake on the outstanding System Services Manual that has recently been distributed to system members, DSLIS, and the four other Systems Offices in the state. The manual was produced as a result of a DSLIS Incentive Grant for Public Libraries. Its purpose is to inform library personnel of library services, equipment, and collections available to them and their patrons. The manual has a loose-leaf format for easy updating or addition of material. It offers five major sections on Cooperative Collection Bibliographies, Interlibrary Loan Code and Procedures, Rhode Island Library Resources, The Western Interrelated Library System with directions to each library, and a handy Index to collections, services, and equipment.

FILM AND VIDEO COMPETITION: The Department of Community Affairs, Brown University Media Services, Providence Public Library, RI Library Film Cooperative, and United Camera are sponsoring the Ninth Rhode Island Community Film and Video Competition. The deadline for entering is May 10 with applications available at the Department of Community Affairs, 150 Washington Street, Providence. The competition is open to all RI residents or students in Rhode Island Schools, and prizes will be awarded in eleven entry divisions ranging from "Professional" to "Eighth Grade and Under".

Entries are being judged June 1 to 3 by a panel of representatives from Rhode Island arts, media, education, and community organizations. The panel will critique the productions and provide the entrants with written comments. A Community Achievement Award will be given to the film or video tape that best exemplifies the community-oriented focus of the competition.

JOBLINE: The NELB has announced that it is discontinuing the New England Library Jobline in June 1982. The New England Library Association is considering taking over the service, and the RILA Executive Board has sent NELA a letter indicating that the Association strongly supports NELA's assumption of this important job service.

CELEBRATE RHODE ISLAND LIBRARIES: The Library Promotion Group of COLA has decided on a theme for the fall presentation planned for later this year, "Celebrate Rhode Island Libraries". The event has been rescheduled for September 30 from 10:00 AM to 10:00 PM so that sufficient time and preparation can be devoted to planning this very special occasion. A member of the committee will contact your library soon. We hope the theme of "celebration" will be inspiring. What would your library like to celebrate to the Rhode Island public? Art? Computers? Film? Book Talks? Bibliographic instruction for students? Outreach?

VOLUNTEER GRANT: Providence Public Library has received a \$25,000 grant from the Rhode Island Foundation to establish a volunteer program. The grant will enable the library to employ a full-time volunteer coordinator beginning in July to head the first structured volunteer program in its history. The program will provide opportunities for volunteers to participate in developing neighborhood groups of Friends and in supplementing and supporting professional staff. Approximately 50 people are expected to participate in the program during the first year.

NEW QUARTERS: The Northern Regional staff is now occupying new quarters in the Deborah Cook Sayles building. Although work is not complete on the renovations of the building, the regional quarters and the Technical Services Department are finished. The regional quarters include a large central office with three adjoining rooms for storage, teletype, computer terminal, and coordinator's office.

BRANCH REOPENS: The Riverside Branch of the East Providence Public Library reopened April 19 with Regina Slezak as Branch Librarian. The branch had been undergoing renovations. An open house will be held at a later date.

A LIVELY EXPERIMENT: Many favorable comments have been heard about the popular program on "Rhodisland English" presented at several libraries throughout the state. The program was part of the Providence Public Library's "A Lively Experiment" and featured a lively discussion of how to understand and speak "Rhodisland" by Dr. Elaine Chaika, Professor of Linguistics at Providence College.

SIGNS OF THE TIMES: The Island Interrelated Library System is very excited about its new sign machine. They are helping their members to SIGN-UP.

GROUP TRAVEL FOR ALA PHILADELPHIA

IT'S NOT TOO LATE!

Would RILA Members and Friends be interested in a group transportation arrangement to ALA in Philadelphia in July? It is possible to charter a bus for the round trip if members would like to travel together. It could cost as little as \$38.00. We need to know if you would like to go for three days or four. A minimum of 47 people is required. The trip would begin in Providence and there could be a stop along the route in South County or Connecticut if desired.

Inexpensive rooms are available through either Drexel University Office of Residential Living or the University of Pennsylvania Summer Conference Housing Coordinator. Housing costs would be \$13.50 to \$20.00 per person per night.

Depending on the number of responses, a number of possibilities exist. If you are interested in having RILA sponsor such a trip, please return the form immediately.

I would like to participate in a trip leaving early Saturday morning, July 10th and returning late Monday night, July 12th (3 days, 2 nights).

I would like to participate in a trip leaving early Saturday morning, July 10th and returning late Tuesday night, July 13th (4 days, 3 nights).

I would like to be picked up in:

Providence

South County

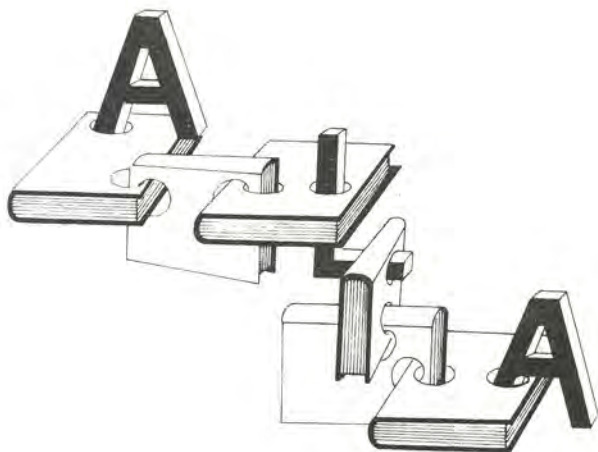
Connecticut

Name _____

Address _____

Telephone _____

Send to: Providence Public Library
ALA-Philadelphia Trip
150 Empire Street
Providence, RI 02903



There is an important ALA meeting on June 3 at DSLS 2:00-4:30 to discuss the ALA Operating Agreement and division conferences and any other professional (ALA) issues of interest. The draft of the Operating Agreement is in the April issue of American Libraries pp. 257-258. Come and bring your concerns and ideas. It is vital for our ALA Councilor to have your input before the Philadelphia Conference so that she knows your concerns and can vote your wishes.

ALA Councilor, Jody Bush reports a growing concern about the role of the Chapter Relations Officer in the ALA structure. The Chapter Relations Office was voted by the Council in June 1979, and since that time has experienced the establishment of an Officer instead of an Office, reduction of budget, and a transfer of the Officer to the Public Relations Office. The Chapter Councilors are very concerned about the reduction in status and service of the Office. The primary functions of the Office are being slowly eroded. The Chapter Relations Committee of ALA has written to Robert Wedgeworth, ALA Executive Director, about the status of the Office and the privacy of the Chapter Relations Officer's time to devote to the work of the ALA Chapters and as a liaison to the Chapter Relations Committee.

RHODE ISLAND STATE DATA CENTER

To facilitate the dissemination and use of 1980 Census data within states, the Bureau of the Census has set up a State Data Center Program. It is an expansion of the Summary Tape Processing Center Program initiated with the 1970 Census.

The services provided by the State Data Center include inquiry handling, user training, orientation and consultation, library facilities, tape processing, promotion of statistical procedures, and general analytical support for data users. It also provides secondary distributors (affiliates) with specialized education and training opportunities and a basic reference collection of frequently used statistical reports.

The Rhode Island State Data Center has been established with five organizations representing the core group: Rhode Island Statewide Planning Program, Rhode Island Department of State Library Services, Social Science Data Center of Brown University, Rhode Island Health Services Research, Inc., and Rhode Island Department of Community Affairs.

The Rhode Island Statewide Planning Program has been designated as the lead agency and will provide program management and coordination in addition to library services, and inquiry handling. It will also be involved in the compilation and distribution of periodic newsletters describing current data availability.

The Rhode Island Department of State Library Services will provide public inquiry assistance and referral services relating to census information, and coordination of the library affiliate program.

The Social Science Data Center at Brown will maintain data files in computer readable form and provide assistance to data users in obtaining copies of tapes, and in locating and using Bureau Data. In addition, the Social Science Data Center will help provide printouts of tapes for users in need of a limited amount of census information.

The Rhode Island Health Services, Inc. (SEARCH) will establish, document and maintain the SEARCH collection of Bureau machine-readable files with accompanying software for access to Bureau-based data.

The Rhode Island Department of Community Affairs will provide public access to printed census documents.

There are twenty-four organizations and libraries participating in the affiliate program to assist in the dissemination of census information. They will provide services regarding census data requests, consultation on census data access and use, and general technical assistance concerning census products on a cost reimbursable basis, as required, and as available staff permits.



CALENDAR

- May 25 RILA EXECUTIVE BOARD MEETING
Place: John Hay, Brown University
Time: 2:00 p.m. - 5:00 p.m.
- June 1-2 Topic: Leader training program workshop
for people interested in leading
Junior Great Books Programs
For more information contact: Joan Tougas
463-7539
- June 2 Topic: Graphic Design
Place: Lincoln Public Library, Old River
Road, Lincoln
Time: 10:00 a.m., Come for coffee at 9:30 a.m.
- June 9 RHODE ISLAND LIBRARY FILM COOPERATIVE
-Island Region
Topic: Children's films
Place: Roger Williams College, Bristol
Time: 9:30 a.m.-12 noon, 1:00 p.m.-3:30 p.m.
Discussion and brown bag lunch 12 noon -
1:00 p.m.

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RILA SRRT HOTLINE

The RILA Bulletin editors ask local library employers in Rhode Island, Massachusetts, and Connecticut to send us news of upcoming openings at any level in their libraries. There is no advertising fee. Write or call Elizabeth Rogers, Providence Public Library, 150 Empire Street, Providence, RI 02908. Telephone (401) 521-7722.

Job-seekers desiring a copy of the most recent monthly Jobline may obtain one by sending a self-addressed, stamped envelope to the SRRT coordinator: Mary Frances Cooper, Providence Public Library, 150 Empire Street, Providence, RI 02908. In order for a job notice to appear in the Bulletin, it must be received before the 15th. of the preceding month.

Employers and job-seekers also have access to the New England Library Jobline, a free service of the New England Library Board. Employers call (207) 622-4733 to place a position announcement on the Jobline. Those interested in learning about open positions in New England, call (207) 623-2286. The Jobline is updated with a new tape each Friday.

-Rhode Island-

LIBRARIAN, REFERENCE (Search extended): For vital community library. MLS or equivalent. Must be PR minded, enthusiastic, and superproductive. Expected salary July 1, \$12,500. Available now. Apply to Mrs. Gamache, Lincoln Public Library, Old River Road, Lincoln, RI 02865.

-Massachusetts-

LIBRARIAN II, Boston College: Catalog Librarian for Law Library to Catalog and classify all new acquisitions as well as reclassifying older material to LC. Will also oversee bindery and end processing operation and supervise full-time assistant and students. Req.: ALA-accredited MLS. Professional cataloging experience required (expertise with monographs and serials preferred), including familiarity with LC classification and subject headings, AACRII and OCLC. Salary mid to high teens. Send letter and resume to: Mary McMillan, Personnel Officer, Boston College, Chestnut Hill, MA 02167 (Bost. Globe 3/28)

REFERENCE LIBRARIAN: Position available June 1, 1982 at academic medical center. Responsibilities include on-line and manual bibliographic searching, bibliographic instructions and collection development. MLS, minimum of 2 years' professional library experience including MEDLARS on-line searching, the ability to communicate effectively and academic background in the sciences are essential. Send resume with salary requirements to: W244 Globe Office, Boston Globe, Boston, MA 02107 (4/18)

RILA EXECUTIVE BOARD MEMBERS

President

Anne Parent, Cranston Public Lib.
1825 Broad Street
Cranston, RI 02905
Home: 235 Kingswood Road
North Kingstown, RI 02852
Bus. Phone: 781-2452/50
Home Phone: 884-8435

Vice-President/President Elect

Howard Boksenbaum, Island Inter-
related Library System
Barrington Public Library
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Member-at-Large

Samuel Streit, John Hay Library
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Bulletin Editor/Member ex-officio

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Bus. Phone: 438-9500

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Regina Slezak 434-2453

Membership

Paul Drake
739-1919

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Lauri Burke 245-3106

Government Relations

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Jacqueline Toy 421-1499
William Bergeron 781-9580

Personnel

Earl Schwass 841-2641

SPECIAL REPRESENTATIVES

GLS Representative

Ann Randall 863-2405

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