

4-10-2023

## Maine Library Commission Minutes : April 10, 2023

Maine State Library Commission

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Maine State Library Commission

**\*\* April 10, 2023 MEETING MINUTES \*\***

Meeting called to order at 1:00 PM.ET

**Attendance**

In-Person : Heidi Grimm (Chair,) Mamie Anthoine Ney, Bryce Cundick; Wynter Giddings, Ben Treat, Krystie Wilfong, Heather Perkinson, and Andrea DeBiase

Via Video Conference : Andrew Wallace, Rita P. Bouchard, Jane Padham Ouderkirk, Vicky Smith (PPL), Heather Chalmers, and Judith Moreno

Absent Commission members: Darby Ray

MSL/MINS staff attendance: Lori Fisher, Marijke Visser, Adam Fisher, Alison Maxell, Beth Crist, Jenna Davis, and James Jackson Sanborn

**Approval of the Minutes**

Minutes from January 2023 meeting were approved with unanimous consent of the membership.

**Introduction of New MSL Staff**

The State Librarian introduced two new library employees, Beth Crist and Jenna Davis.

**Budget Update from State Librarian**

Addressing budget process and outstanding bills pertaining to IT, copy center, leased vehicles and procurement cards. Will require belt tightening in the months ahead.

We are implementing some new processes to bring more transparency regarding spending to avoid this from happening again. Staff received a training on MainePays system that will allow us to input and track the status of invoices going forward.

Testified before the legislature on budget. We received funding for shelving and furniture for the library space in the Supplemental Budget already approved by the legislature and have initiatives for additional funding in a funding package currently under consideration by the Appropriations Committee. In terms of those proposals, legislators only had questions regarding our need for funds related to van delivery and digital content.

We need to reevaluate the van service and how that operates. An annual increase of \$40-\$50K is unsustainable. Will be establishing a task force. Service delivery model may have to change from one provider to regional distribution.

We are looking to go out to RFP in 2024 and are working to identify redundancies with regard to digital content.

## **Maine Legislative Updates**

We are watching several different legislative proposals of interest to the library community, including

- LD 123 : An Act to Eliminate the Educational Purposes Exception to the Prohibition on the Dissemination of Obscene Matter to Minors (not been scheduled)
- LD 1008 : An Act to Establish a Rating System for Books in School Libraries (not been scheduled)
- LD 1333 : An Act to Protect Children by Modernizing Internet and Digital Media Filtering Requirements for Education
  - Scheduled this week. Coordinated with Dept. of Education and Network Maine and have drafted an informational letter to provide background to the committee. The agency is not taking an official position on the bill, but the letter makes clear that data filtering is already in place in schools and libraries that are connected to the MSLN Network.

## **Congressional Update**

Met with Carol Woodcock of Senator Collins' Office in March and submitted a \$10 million CDA request to Senators Collins and King for library construction projects. We should hear something by summer. This is tied in with our work with Network Maine and funding will upgrade wiring within library buildings to improve speed and reliability of library network connections.

Participated in the ALA fly-in in March. Met with Senator Collins and King and staff representatives for Congresswoman Pingree.

Senator Collins could not sign letter for LSTA funding for Maine because she serves on the Appropriations Committee but we know that she is aware of the importance of those funds and is supportive.

March 9 met with Senator King at an event at the Goodall Library in Sanford

Corresponded with Golden and Pingree on HR 5 – asked them to vote no. In Maine, parents already have access to information about what is in school libraries.

## **Telework Policy**

The State Librarian distributed a draft copy of the policy via email prior to the meeting. The language is based on a template used by other agencies. There are three options outlined in the document – working fully remote, work remote up to three days a week, or work remote occasionally. Library consultants are already working fully remote and that will likely continue for them.

Main headquarters for majority of MSL staff will be Augusta starting July 1. This will mean that those working remotely will not get travel reimbursement when they have periodic in-office meetings in Augusta. Three MSL staff based at Maine InfoNet in Orono will not be affected by the change.

\*\*\*Motion was made seconded and unanimously approved to adopt the telework policy that was distributed with amended language to specify the Augusta home headquarters would not apply to MSL Staff currently based in Orono.

## **ALA Policy Corps**

Working with COSLA and other government relationship entities to coordinate messaging internally and externally with regard to censorship and other issues of concern to libraries.

### **Bendable Update**

Bendable contract has been fully paid out and contract will expire in August. Met with Rick from Bendable Labs to discuss the cost of continuing the project past that date. He quoted us \$500K a year to continue on with the same level of support, but that price did not include content. Further negotiation brought the price down to \$375K a year, if we agreed to a two-year contract.

We are now considering the option of moving forward without having the support of any Bendable fellows. This would still be a \$100K a year commitment to cover just the cost of the platform without any paid content included.

Fellows contracts expired in March. Beth has taken on some of their work and has put in an application for a Vista volunteer. New contract with Bendable Labs will need to use the Maine OIT contract template.

We've received two sets of statistics covering the first five months of Bendable and those have been underwhelming – about 12,000 visits. The numbers can be broken down by unique visits, people who registered, people who developed modules. Community collections (free content) are most used – not the digital content that we are paying for. We will send out the statistics we have after the meeting.

### **Imagination Library**

Upon review of Dolly Foundation MOU and the legislation passed last year, the language is inconsistent.

When the legislation was put in place last year, the language did not represent what is required by the agreement - 50% has to come from state and 50% has to come from other nonprofits.

The project will likely come with significant cost. There are about 70,000 eligible kids in Maine and even if only 30% to 40% participate, the state's share would be close to \$600,000.

There are 10 active local Imagination Library affiliates working in Maine now. Some are very small. The largest one is United Way of Aroostook and includes about 2500 kids. We hope to create a model where we have one county level affiliate for each county. Dollywood Foundation will serve as the fiscal agent in the short term. Getting local sponsors will be the tricky part.

### **Upcoming activities of State Librarian**

- Maine Association of Nonprofits
- Opening remarks at Reading Roundup
- Traveling with Representative Sargent to event at Massachusetts State Archives
- Attending MLA preconference
- Presenting at MLA conference
- Opening remarks at Maine Academic Libraries
- ALA Annual Conference in Chicago

## **Staff Updates**

Alison Maxell, Marijke Visser and Adam Fisher distributed handouts regarding recent activities. Those handouts are attached to these minutes.

## **Whitefield Library Petition for Recognition as a Public Library**

The community started this work in 2016 – in the last year, they have really stepped up their activities.

A new director has been hired under a one-year contract.

Supporters went in front of town council for a \$15,000 request- that was approved.

People came to the town meeting and spoke on behalf of the library. Increased their hours from 8-12 hours per week and have added new programming options.

They are operating now with one paid position and volunteers. Part of the \$15K is going to their salary.

\*\*\*Motion was made, seconded and unanimously supported to approve their application.

## **InfoNet Update from James Jackson Sanborn**

There has been some membership turnover on the board and more change expected.

For the last commission meeting, MaineCat policies were discussed. Next set of policies focus on a collections policy focused on challenges/reconsideration and intellectual freedom.

New staff member Vince is getting into the swing of things. Came to MaineInfonet from Maine Maritime Academy

MaineCat expansion and improvement grant. About a dozen libraries lined up to go into MILS.

New consortium to announce involving five libraries in the Sebago Lakes Region that were using Koha – they will all be moving into a shared system supported by Bywater. Annual maintenance costs for the libraries will be very reasonable.

Expanding Minerva membership – recent applications from three new libraries. Two are ready to add in this fall and winter.

Two libraries have submitted applications to leave Minerva – a school library and hospital library.

Download library invoices going out soon – those cover a period from March to February.

## **URSUS Migration (Bryce Cundick)**

RFP process is complete – Clarivate got the contract for a switchover to Alma starting in November to be done by July. Plan for public libraries is still up in the air but they will likely also go with Clarivate.

## **Landscape of Challenges Presentation (Heather Perkinson)**

Slide presentation saved as attachment to the minutes.

## **Election of Chair**

Heidi Grimm announced her intention to immediately step down as MLC Chair, and called for nominations for the position of chair and vice chair.

Mamie Anthoine Ney nominated for the position of chair. Elected chair by a unanimous vote.

Bryce Cundick nominated for position of vice-chair. Elected vice chair by unanimous vote.

**Meeting adjourned at 3:20 PM**

MAINE REGIONAL LIBRARY SYSTEM  
AGREEMENT TO PARTICIPATE

Please return these signed forms via email or post to:

Marijke Visser  
Maine State Library  
64 State House Station  
Augusta, ME 04333-0064

The governing board of the Whitefield Library, located in the municipality of  
Whitefield, county of Lincoln, has voted that the library

shall join the MAINE REGIONAL LIBRARY SYSTEM, and requests that the library director or library representative indicated below be designated a voting member of the MRLS Council.

It is understood that the Maine Regional Library System is comprised of nine regions in a defined geographic area consisting of public, school, academic and special libraries voluntarily cooperating among themselves and with an Area Reference and Resource Center.

It is also understood that the MRLS Council members shall meet twice a year for purposes of providing continuing education and to provide a forum for libraries to advise the Maine State Library and the Maine Library Advisory Council about library issues and trends as well as to communicate information between the state library and regional libraries.

Cheryl A. Joslyn

Name of Board Member or Municipal Official

Cheryl A. Joslyn

Signature

3/22/2023

Date

Name of designated voting MRLS library representative Shawn Gallagher

Title of representative Library Administrator

Library Mailing Address 1 Arlington Lane, Whitefield, Me. 04353

Telephone (207) 549-0170

Email info@whitefieldlibrary.org

## Maine State Library Telework Policy

### Version 1.0

This policy supplements and incorporates the “Executive Branch Baseline Telework Policy” applicable to Maine State Government attached as Appendix A.

1. **Purpose.** To establish a hybrid office / telework model at the Maine State Library (MSL) that achieves sustainable productivity, reasonable flexibility, and overall fairness.
2. **Goal: A Realization of Mutual Benefits.** MSL supports the potential benefits of part- time telework including more work/life flexibility, reduced greenhouse gas emissions, and more efficient use and configuration of MSL workplaces. MSL also understands that face-to-face workplace interaction is essential for long-term team and trust building, problem solving, skill advancement, mentoring, and leadership development. To seek a realization of these potential mutual benefits, MSL has established this policy.

Telework is appropriate for some positions and some employees, but it is not a right, entitlement, or department-wide benefit. Although it can enhance flexibility, telework also is not a regular substitute for dependent care or the use of leave time. Hybrid office/telework work schedules for eligible employees may be approved when there will be no significant impact to MSL operations.

3. **Telework Basics.** Basic rules regarding telework at MSL are as follows.
  - a. **Regular Telework.** With approval, regular telework at MSL allows eligible employees to work away from the MSL headquarters (242 State Street in Augusta, ME) and the leased location in Winthrop, ME at designated telework location(s) on a regular, pre-determined schedule.
  - b. **Telework and Office Days.** There are two telework options at MSL based upon job duties.
    - i. Most eligible employees may request to telework up to two days per work week such that that their regular schedule calls for being **in the office at least three days per work week**. Telework days usually will recur on set days within a pay period and should not be concentrated on all Mondays and Fridays absent extraordinary circumstances. Regular telework days shall be taken in whole workday increments and cannot be subdivided or carried forward. Positions ineligible for telework include employees with public-facing duties (reference and circulation staff) or duties that can only be accomplished on site (catalogers, facilities maintenance staff).
    - ii. Library Development Consultants who have a primary responsibility to work within a specific library district within the state can have their regular work site be at their home. This home office must conform to all State of Maine standards for appropriate office space.
  - c. **Work Hours.** An employee’s scheduled telework hours will be the same as the employee’s work schedule at headquarters: 8 hours a day, 5 days per week Monday through Friday.
  - d. **Priority of Operational Need.** Teleworkers may be called into headquarters or the field on scheduled telework days as needed to meet operational needs.



- e. Occasional Telework. Supervisors may approve unscheduled, non-recurring, infrequent Occasional Telework in full or partial day increments on a case-by-case basis. Legitimate reasons to approve Occasional Telework include flexibility to efficiently attend appointments, workplace disruptions including emergency situations, and providing uninterrupted time for project work. Prior to approval of Occasional Telework, supervisors must evaluate the considerations set forth in Sections 5(c)(i) and (ii) below.
- f. No In-person Business at Telework Locations. Teleworkers will not conduct face-to-face business at their telework location.
- g. Headquarters Location Unchanged. Telework authorization does not change the employee's official assignment of a headquarters location. Headquarters location for three MSL personnel that work in conjunction with Maine InfoNet is University of Maine, 5784 York Village, Suite 58, Orono, Maine. The headquarters location for all other MSL staff is 242 State Street in Augusta. Accordingly, mileage for travel between the employee's telework location and official headquarters is not reimbursable, and the travel time is generally not considered time worked.
- h. Time Reporting. Only actual hours worked conducting MSL business can be recorded as time worked. Time spent taking care of household tasks or personal business is not considered time worked.

#### **4. Eligibility to Telework**

- a. Eligible Employees. MSL employees will be eligible to telework if they have a telework-compatible job as determined by the Bureau/Office Director unless (i) the employee is on probation for their first Telework-compatible job at MSL, (ii) the employee is subject to a Performance Improvement Plan (PIP), or (iii) the Bureau/Office Director has determined that the specific employee's work history, skills and production levels are incompatible with telework, or (iv) the employee has requested and been denied telework within the last 12 months and/or has not remedied performance deficiencies.
- b. Telework-compatible Jobs. Telework-compatible jobs are positions that can be fully and successfully performed by employees away from headquarters without significant negative impacts to MSL operations including impacts to productivity, customer service, management and supervision, employee support, team building, problem solving, skill advancement, mentoring, and leadership development as determined by Bureau/Office Directors.

#### **5. Establishing Telework Arrangements: Process and Considerations**

- a. Initial Conversation with Supervisor. Employees should first discuss telework options with their immediate supervisor to determine whether the employee is eligible and whether telework will work for the employee and their work unit.
- b. Request to Telework. To request regular telework, employees will electronically fill out a proposed schedule and MSL Telework Request Form. Submission of the MSL Telework Request Form begins an electronic review process by generating an email to their immediate supervisor.
- c. Review and Recommendation. The supervisor will discuss the request with the appropriate

unit manager(s). The supervisor and other unit managers (if applicable) will review the request, any pertinent information from MSL's Human Resource (HR) contact, and other relevant information and data to evaluate the following:

- i. Operational Need and Impacts. Whether the proposed telework arrangement including days and hours are consistent with operational needs of customers, co-workers, and MSL as a whole using the all relevant criteria including customer service impacts, supervisory responsibilities of the employee, impacts to communication and mentoring, operational impacts on the specific work unit and MSL in general, potential of increased efficiency, impacts on workloads of the other employees and co-workers, and the potential for reduction of office space and equipment.
- ii. Employee Specific Information. Whether the requesting employee's specific work history, skills, production levels and performance are compatible with telework using all relevant information including employee workload, need for supervision and/or mentoring, degree of self-motivation, performance and disciplinary history, and organizational and time-management skills.
- iii. Proposed Telework Location. Whether the proposed telework location meets the compliance requirements set forth in Appendix A, Executive Branch Baseline Telework Policy.

If supported, the supervisor will process the employee telework request based upon the above determinations.

- d. Coverage at Headquarters. When making telework decisions, the MSL Deputy Director(s) must analyze the aggregate impact of multiple telework arrangements on their department as well as MSL as a whole to assure consistency and to assure that there is appropriate level of physical presence at MSL facilities during normal MSL work hours to cover customer service, management and supervision, and administrative support functions. This analysis could result in the need for enhanced coordination between units and/or fewer Telework Days for employees.
- e. Decision. The MSL Deputy Director(s) will review the recommendation and information and will approve, approve with revisions, or deny the request. The employee will be provided a written explanation in the case of revision or denial. If the terms of the proposed telework schedule are revised from that requested, the employee will modify the requested schedule to the revised terms, or the employee may withdraw their request.
- f. Appeal. An employee who receives a decision of denial to a request for regular telework may file a written appeal to the State Librarian or designee within 7 days of the notice of denial. The appeal must include a statement as to how their supervisor or MSL Deputy Director(s) improperly applied this Telework Policy in reaching the decision and all relevant facts as to why the denial should be reconsidered. The State Librarian or designee will respond within 30 days of receipt of a request for reconsideration. Appeal decisions of the State Librarian or designee and all other decisions regarding telework are final.
- g. Additional Requests. If a request is denied, the employee may not request to telework again for at least 12 months, or until performance issues are addressed, whichever is later.

- h. Memorialization. The MSL Deputy Director(s) will communicate the final decision to the employee, their immediate supervisor, and the MSL Human Resource contact in GGSG, the employee, and the supervisor. Human Resources will store all records of telework requests, decisions, and approved schedules.

## **6. Managing Telework Arrangements: Responsibilities and Changes**

- a. Responsibilities. Employees and supervisors will discharge the responsibilities set forth in the Executive Branch Baseline Telework Provisions. Teleworkers and their supervisors are subject to the same rules regarding conduct, attendance, leave, performance standards, and disciplinary procedures as all employees and supervisors.
- b. Changes to Telework Schedule. Significant or long-term changes to telework authorizations must be processed in accordance with Section 5 above.
- c. Changes in Position or Work Unit. If an employee changes position, such as promotion, demotion, or transfer, or has significant changes made to their duties and desires to continue teleworking, the employee must initiate the process for approval with the new supervisor in accordance with Section 5 above.

## **7. General Provisions**

- d. Other Work Away from Headquarters. This policy does not affect other approved MSL policies or practices that require or allow work away from the employee's headquarters or telework locations including field reviews, outside meetings, inspections, etc. It also does not preclude, and is in addition to, approved MSL policies and practices that allow supervisors to approve infrequent, intermittent changes to work locations and schedules that maintain employee productivity without significant impact to MSL operations to accommodate non-recurring extenuating circumstances of the employee.
  - e. Headquarters Workspace. Employees who telework more than one day per week may be required to share cubicles or other common workspaces to allow MSL to reconfigure layouts to realize the space efficiency of telework.
  - f. Termination. Telework authorizations are generally valid until terminated in writing by either the employee or MSL with one week notice. MSL may immediately terminate Telework authorizations to address egregious behavior, to protect the health and safety of any MSL employee or other person, or to preserve State property.
- 8. Exceptions**. Upon recommendation of the MSL Deputy Director(s), the State Librarian or designee may modify the terms of this Policy – including the number of Telework days and work hours – for a limited period of time on a case-by-case basis under extenuating circumstances.

Approved by the Maine Library Commission on 4/10/2023

## Executive Branch Baseline Telework Policy

### Department of Administrative and Financial Services

### Bureau of Human Resources

As the second largest employer in Maine, we are in a position to be a leader in workplace innovation, environmental stewardship, and economic development. After many years of contemplating the viability and possibility of remote work for State employees, at the onset of the Covid-19 pandemic, a large portion of the State's workforce was moved to ad hoc telework, accelerating us past mere contemplation of telework to full implementation – including an evaluation of the impact of telework for both operations and employees. An ongoing and thoughtful conversation about telework is certain to unfold as we continue to process the unexpected lessons of the pandemic telework experience.

To that end, the Executive Branch of State government has developed a Telework Policy to provide supervisors the framework and expectations for the following:

- Supporting employee wellbeing and work/life balance,
- Recruitment and retention of a skilled workforce,
- Supporting the needs of the public,
- Protecting our climate through lower greenhouse gas emissions and a reduced carbon footprint,
- Protecting State operational and financial interests.

This Bureau of Human Resources Baseline Telework Policy applies to all Departments and agencies of the Executive Branch, and represents the minimum required provisions for all Executive Branch telework policies. If a separately developed Department or agency telework policy is less rigorous or is silent on a provision, the provisions in this policy take precedence. This policy must be provided to all employees seeking telework.

This policy will be evaluated on an ongoing basis and is subject to revision at the discretion of the Bureau of Human Resources. Any revisions will supersede prior versions. Adjustments during a transition period are expected.

This policy is intended to comply with applicable provisions of collective bargaining agreements, civil service rules, work rules, and State and Federal laws. If in any instance a conflict arises, precedence shall be given to the provisions with higher authority.

#### 1. **General provisions**

- 1.1. Telework is a mutually agreed upon work arrangement where an employee performs assigned duties and authorized activities during their agreed upon telework hours at an agreed upon telework site on a regular or occasional basis. Teleworking is discretionary workplace flexibility based on operational need. Not all employees or positions are eligible to telework.
- 1.2. A Telework Authorization may be adjusted or terminated in response to a request from the employee or at the discretion of the supervisor. A Telework Authorization can be adjusted or terminated for reasons including but not limited to: if an employee's performance does not meet expectations, if the teleworking arrangement fails to meet organizational needs, including if the employee is unable to perform their work in a safe, effective and secure manner, or if the employee fails to meet the requirements of their Telework Authorization and this policy. Eligible employees may be allowed to telework part time or full time, based on employee request, operational need, supervisory, and leadership approval as required by an employee's Department or agency.
- 1.3. Two types of Telework Authorizations are available:
  - *Regular telework:* Regular Telework Authorizations are for an ongoing agreed upon work schedule. Teleworking days and hours will be determined in advance and, in general and based on operational need, will not vary. The arrangement can last for a defined period or can continue indefinitely with regular review.

- *Occasional telework*: Occasional Telework Authorizations are approved on a case-by-case basis, are infrequent, and not regularly scheduled. Occasional telework can allow employees flexibility to attend appointments, continue to perform work during workplace disruptions including emergency situations, or provide uninterrupted time for project work.
- 1.4. Telework employees may or may not be assigned a permanently designated workspace at their headquarters location. Supervisors will assign employee workspaces when Telework Authorizations are reviewed. Generally, workspaces will fall into three categories:
    - Dedicated, permanently assigned, workspaces that are not shared;
    - Dedicated, permanently assigned workspaces that are shared, where 2 or more staff members “rotate” use on a set schedule; and
    - “Drop in” or “hoteling” spaces that consist of unassigned seating that is available either on a first-come, first-served basis, or is reserved in advance.
  - 1.5. A Telework Authorization does not represent an official assignment of headquarters (different rules apply to employees with an official assignment of headquarters at their home). The employee’s official headquarters will remain the office location where the employee is generally expected to report for on-site work, whether or not the employee has a dedicated, permanently assigned workspace at that location, and regardless of the number of days per week the employee is expected to report to that location. When an employee commutes to their official headquarters location, mileage between the employee’s telework location and official headquarters is not reimbursable.
  - 1.6. For Telework Authorizations, an employee will designate an area as a telework workspace that allows for privacy and confidentiality of work and is removed from other distractions at the telework location. The employee must maintain the designated workspace in a safe condition, free from hazards and other dangers. The employee will work at the designated telework location during their agreed upon work schedule, unless they have received prior written approval to temporarily work elsewhere.
  - 1.7. Teleworkers are covered under the State of Maine Workers Compensation Act when performing official duties in the agreed upon telework workspace. If an employee becomes injured while performing their duties via teleworking, they must report the injury to their supervisor immediately.
  - 1.8. The teleworker must protect State-owned equipment from possible theft and/or damage and ensure the security of all official or confidential data and documents. Appropriate IT, data and document security and safety requirements will be established to ensure the security of confidential information during storage, transfer, or use at a telework site.
  - 1.9. Operating costs associated with an employee’s use of a telework location or use of personal equipment at a telework location, including but not limited to maintenance, insurance and utilities, are not reimbursable by the State. The State is not liable for damages to an employee’s personal or real property while an employee is teleworking.
  - 1.10. The employee is responsible for determining any income tax implications of maintaining a telework site at their home (home office). The State will not provide tax guidance; employees are encouraged to consult with a qualified tax professional to discuss income tax implications.
  - 1.11. State owned equipment in use at an agreed upon telework location will be covered by an agency’s insurance through the Office of the State Controller, Risk Management division, subject to relevant terms and conditions including the responsibility of the employee to ensure the equipment is adequately safeguarded and secured. Teleworkers should consult with their personal insurance agent to ensure there are no coverage deficiencies or adverse impacts to personal property or liability insurance.
  - 1.12. Telework Authorizations are intended for employees who live within regular and reasonable commuting distance of their headquarters office. A request for a Telework Authorization for an employee residing outside of the State of Maine must be reviewed and approved in advance by the Bureau of Human Resources, due to the complexity of labor laws, tax requirements, and other rules and regulations. An employee with an existing Telework Authorization that moves outside of the State

of Maine must obtain prior approval to continue teleworking from BHR and leadership as required by an employee's Department or agency.

- 1.13. Employee performance and productivity is subject to supervision and monitoring whether the employee is working on-site or teleworking. When an employee is teleworking, supervision and monitoring may include remote options such as electronic monitoring of computer activity (with HR approval). The State reserves the right to visit employees at agreed upon telework locations to assess performance, productivity, safety, security, and compliance with this telework policy. Any visits to telework sites will be coordinated with the appropriate human resources staff.

## **2. Eligibility**

- 2.1. Positions eligible for telework are assessed according to the functions and duties of the position. Positions eligible for telework are those involving tasks and work activities that are portable, measurable, and not dependent on the employee being in the traditional worksite and are conducive to supervisory oversight at the telework site.
- 2.2. To be eligible for telework, employees must demonstrate: dependability, ability to handle responsibility, ability to self-motivate, ability to prioritize work effectively, ability to utilize good time-management skills, ability to work with their supervisor to clearly define tasks and performance expectations appropriate for telework, and ability to establish an appropriate telework workspace.
- 2.3. Positions not eligible for telework are those that involve tasks not suitably performed away from the office. This can include but is not limited to: positions that require an employee's physical presence to perform the functions and duties of the position; use of classified data or access to material that cannot be removed from the office; frequent attendance at critical in-person meetings; work activities that if performed away from the office would create an undue burden for on-site staff.

## **3. Scheduling, time and attendance:**

- 3.1. Teleworking days and hours will be determined in advance and, in general and based on operational need, will not vary. Teleworkers are expected to adhere to their agreed upon work schedule and telework hours as approved by their supervisor; schedules will be developed based on operational need and number of employees requesting telework. Occasional, non-recurring schedule changes may be approved by an employee's supervisor on a case-by-case basis, based on operational need and availability of workspace. Long term or permanent changes to the telework schedule will require an updated Telework authorization and must be approved by the supervisor in advance.
- 3.2. An employee's manager or supervisor may, based on operational need, require the employee to work from their headquarters location on a regularly scheduled telework day. Advance notice will be provided when possible, however, if unforeseen circumstances arise an employee may be required to report to their headquarters location during agreed upon telework hours with little or no advance notice. When employees are required to work from headquarters on a scheduled telework day, supervisors may (but are not required to) approve an employee request to reschedule the telework day, subject to operational requirements.
- 3.3. Employees are required to participate in meetings regardless of work location and may be required to attend meetings in person. Teleworking employees shall not request to reschedule meetings based on their telework schedule. An employee is not permitted to delegate normally assigned duties to co-workers because the employee is unable to complete the task as a result of teleworking or does not have access to the necessary equipment at the telework site.
- 3.4. Except when engaged in other work-related activity, teleworkers must be reachable and responsive during their agreed upon telework hours via Teams/chat, phone, email, or other agreed upon method.
- 3.5. Teleworkers are required to provide their supervisor with access to an up to date schedule including details regarding work schedule and times available and unavailable, via their Outlook calendar or other agreed upon method.

- 3.6. Teleworking employees are expected to be focused on their work, in a dedicated space, and must not be responsible for caring for children or others during their scheduled work hours. Time spent taking care of household tasks or personal business is not considered time worked.
- 3.7. Time spent teleworking must be reported in the same manner as if the employee were working at their assigned headquarters. Employees who telework are subject to standard overtime provisions; overtime may only be worked when approved in advance by a supervisor.
- 3.8. Should technical or other difficulties arise while teleworking, such as loss of internet, loss of power, increased telework location distractions, etc. the teleworker must notify their supervisor and begin alternate work arrangements. A teleworker must work with their supervisor in advance to establish alternate work arrangements which may include reporting to their headquarters location if space allows, adjusting their work schedule for the day, or ensuring that the teleworker has work with them that can be accomplished without internet connectivity.
- 3.9. In general, time spent commuting to a headquarters location is not considered time worked, even if the employee was scheduled to telework that day.

#### **4. Disruptions to State services**

- 4.1. Certain situations may result in disruption of commuting and/or government operations, and may require closure of State offices or a delayed arrival or early release authorization. These situations might be forecasted or unexpected and could occur due to a wide range of events, including but not limited to: building maintenance issues, network outages, security issues, weather events, natural disasters, and local or national declared emergencies.
- 4.2. All employees approved for regular or occasional telework are required to be prepared to work at their agreed upon telework site during forecasted disruptive situations. Teleworkers will be required to transport laptops, portable equipment and any materials required to perform job functions to their telework location when a disruption is expected.
- 4.3. Supervisors may require designated teleworkers to transport laptops, portable equipment and any materials required to perform job functions to their telework location on a daily basis, in preparation for any unknown disruptive situation that may occur, as an integral part of the State's effort to ensure continuity of operations.
- 4.4. If the situation results in technical or other difficulties such as loss of internet, power, heat, school closures, etc., teleworkers must notify their supervisor and begin previously agreed upon alternate work arrangements. In cases where safe and productive alternate work is not possible, an agency in coordination with human resources may grant administrative leave to a teleworker on a case by case basis as appropriate.

#### **5. Equipment and supplies**

- 5.1. The State will not be responsible for furnishing or maintaining a telework site workspace; however the State is working to develop special employee-only Surplus Property sales and will negotiate with vendors to make every effort to obtain government pricing for State employees to purchase items necessary for telework space.
- 5.2. The State will only assign one set of IT equipment to an employee, based on the nature and type of work performed and as approved by a supervisor; this can include a laptop, docking station, keyboard, mouse, appropriate number of monitors, printer, etc. If an employee has a designated workspace and equipment at their headquarters location, they will not be provided duplicate equipment for a telework location. A detailed inventory will be maintained of any equipment removed from an employee's headquarters location to a telework worksite.
- 5.3. Office supplies such as paper, pens, etc. should be obtained at an employee's official headquarters, and the teleworker may take such supplies as are necessary to perform job functions and may not be used for personal activities; if an employee chooses to purchase supplies, out-of-pocket expenses will not be reimbursed.

- 5.4. State-owned equipment or State-provided telework services must be used for official purposes only and use must comply with MaineIT's User Device and Commodity Policy and BHR's Acceptable Use Policy.
- 5.5. Family members and friends of teleworkers are not authorized to use State-owned equipment.
- 5.6. All State-owned equipment must be returned at the conclusion of the Telework Authorization, termination of employment, or at the department or agency's request.

## **6. Security considerations**

- 6.1. Failure to comply with any security policies, procedures and guidelines may result in immediate termination of a Telework Authorization.
- 6.2. Scheduled telework must be performed using State-owned equipment, including printers, or personally owned equipment with appropriate security measures employed by MaineIT.
- 6.3. Security of all State data and protection of State-owned equipment and property containing confidential information will be ensured by the teleworker.
- 6.4. Materials and workspace must be secured when not working if the employee works with any Personally Identifiable Information (PII), Federal Tax Information (FTI), or other confidential or sensitive information.

## **7. Responsibilities**

### **7.1. Departmental / agency leadership's, supervisors' and managers' responsibilities:**

- a. Determine which of their positions might be eligible for telework.
- b. Determine whether employees requesting telework are in an eligible position and meet minimum requirements to be eligible for telework.
- c. Evaluate on-site workspace needs.
- d. Ensure there is adequate coverage to enable operations to continue to be carried out in an efficient and economical manner.
- e. Ensure procedures are in place to maintain effective communication across members of a workgroup and with other workgroups.
- f. Work with agency leadership to approve or disapprove requests for telework, and document in writing the basis for disapproval or termination of telework.
- g. Complete required training for performance management and mentoring of teleworkers.
- h. Ensure that telework staff remain connected and effective members of the workgroup.
- i. Ensure tracking and accountability of State-owned equipment assigned to teleworkers.
- j. Contact Human Resources for guidance if an employee requests telework as an accommodation under ADA or requests to telework for any medical related reasons for themselves or a family member, or requests that equipment be provided for a medical reason when working at a telework location.
- k. Ensure employees complete required telework training (*in development*).
- l. Ensure employees complete the safety, security and compliance checklist (*in development*).
- m. If an ergonomic assessment is requested, ensure that it is performed; it can be arranged with the Bureau of Human Resources, Office of Employee Health and Wellness.
- n. Ensure employees have a current, signed Telework Authorization in place.
- o. Review Telework Authorizations with their employees on a regular basis, but no less than annually as part of the annual performance review process.
- p. Maintain and make available a telework schedule to allow all staff to know when to expect employees to be on site or teleworking.

### **7.2 Employee responsibilities:**

- a. Read and understand this Telework Policy and sign a Telework Authorization.
- b. Review the Telework Authorization with their supervisor on a regular basis, but no less than annually as part of the annual performance review process.



- c. Complete required telework training (*in development*).
- d. Complete the safety, security and compliance checklist (*in development*).
- e. Designate an area as a telework workspace that allows for privacy and confidentiality of work, and is removed from other distractions at the telework location.
- f. Furnish and maintain the designated telework workspace in an ergonomically correct and safe condition, free from hazards and other dangers to the employee and other State of Maine personnel. Employee must notify their supervisor if they need or want an ergonomic assessment, which can be arranged with the Bureau of Human Resources, Office of Employee Health and Wellness. The employee must agree to correct the workspace as advised in the assessment. The employee is responsible for the payment for any needed furniture or workspace alterations.
- g. Ensure adequate internet connection that allows for participation in work-related activities and meetings via audio and video when required. The amount of internet speed required will vary based on the requirements of the position.
- h. Comply with office policies or supervisor/manager requests to enable their camera for meeting attendance.
- i. Adhere to agreed upon telework hours and properly report actual hours worked.
- j. Maintain a level of performance that meets expectations.
- k. Be reachable and responsive during their agreed upon telework hours.
- l. Provide their supervisor with access to an up to date schedule.
- m. Be prepared to report to office/headquarters location on designated telework days if necessitated by work requirements or if directed by supervisor or manager.
- n. Protect State-owned equipment from possible theft and/or damage and ensure the security of all official or confidential data and documents.

#### **8. Resource links (*in development*)**

Telework Authorization form

Safety, security and compliance checklist

Telework training for teleworkers

Telework training for supervisors and managers

[BHR Acceptable Use Policy](#)

[MaineIT User Device and Commodity Policy](#)

Updated 8/26/20



# The Landscape of Challenges

Maine School Libraries, Spring 2023  
Heather Perkinson



# ***School Library Challenges Since July 2022***

**Gender Queer: 7 challenges**  
**15 other books threatened**  
**11 formally challenged**  
**Total of 18 formal challenges**

6 Letters of Support for Challenged Books Sent by MASL to School Boards

# **Maine School Librarians in 2023 are...**

- Exhausted**
- Frightened**
- Discouraged**
- Second-guessing themselves**



Adam Zajac at public comment segment of MSAD 6 School Board meeting  
April 3, 2023

### Heard at MSAD 6 SB Meeting 4/3/23:

- “Get this shit out of your library because there will come a day when this law will end up coming down where cartoon depictions of sex and all this shit will end up being a Class C felony and you will end up serving up to 5 years in prison...”
- “What’s coming is going to be bad...”
- “This is about protecting all students from the hypersexualized, pornographic, and dangerous transgender indoctrination being provided to students...”

# Legislation We Are Watching



Would directly impact school library services:

**LD 123 An Act to Eliminate the Educational Purposes Exception to the Prohibition on the Dissemination of Obscene Matter to Minors**

**LR 789 – An Act to Establish a Rating System for Books in School Libraries**

**LD 1333 An Act to Protect Children by Modernizing Internet and Digital Media Filtering Requirements for Education**

Would indirectly impact school library services:

**LD 618 – An Act to Eliminate Critical Race Theory, Social Emotional Learning and Diversity, Equity and Inclusion from School Curricula**

**5 Acts regarding “Parents Bill of Rights”**

**LD 678 – An Act to Require Parental Approval for Public School Employees or Contractors to Use a Name or Pronoun Other than a Child's Given Name or Pronoun Displayed on the Child's Birth Certificate**



## SEND AN EMAIL: Don't Arrest Educators in Maine

Legislation in Maine would subject every school librarian, teacher, nurse, counselor, and art teacher to criminal prosecution over books!

### Oppose LD123 (2023) in Maine

 1,408 emails sent

Send a message to your Maine state Senator opposing LD123.

Find your local rep

Enter residential address

Compose your email

Email Tips 

**Subject:** Oppose LD123 - Don't Criminalize School Librarians and Educators in Maine

I'm writing today as your constituent to oppose LD123, "An Act to Eliminate the Educational Purposes Exception to the Prohibition on the Dissemination of Obscene Matter to Minors."

This bill will criminalize school librarians, teachers, school counselors and nurses, and support staff for the books, ebooks, educational resources, and textbooks in their schools. It is an unreasonable and unnecessary bill that would open up our institutions, their workers, and boards to harassment and allegations under the criminal code.

Obscenity is not in our schools. Maine cannot let a small group's

Support from John Chrastka and Every Library

[action.everylibrary.org/ld123](https://action.everylibrary.org/ld123)





## Points for Maine Librarians & Library Staff

### What can we do?

These challenges and actions are not the result of a few concerned citizens but are part of an organized national attempt to undermine public schools and libraries.

We have policies in place (IJJ and IMB) to review materials, advocate for their use.

We need to organize our own activities to counteract these narratives:

- Proactive legislation to protect IF and library staff, educators
- Advocacy work to inform the public about how professionals choose materials
- Mobilize IF supporters to speak up



## **RESOURCES to share w/concerned citizens:**

- **Unite Against Book Bans:** <https://uniteagainstbookbans.org/>
- **Educate Maine:**  
<https://www.educatemaine.org/intellectual-freedom> (great infographics)
- **PEN America:** <https://pen.org/issue/educational-censorship/>
- **The Miller Test:**  
<https://www.mtsu.edu/first-amendment/article/1585/miller-test>
- **Support Maine Public Schools Facebook group:**  
<https://www.facebook.com/groups/supportmainespublicschools>