



Mattapoissett Free Public Library Director

The Community

Mattapoissett, Mass., is a small, rural and coastal community in Southeastern Massachusetts “where folks take the time to enjoy the natural beauty of the woods, coastline, historical neighborhoods, and local businesses. The community is rich in history, a true New England seaside port...”¹ Mattapoissett contains 24.2 square miles of area, bordered by Fairhaven, Marion, Acushnet, and Rochester. Mattapoissett’s population of 6,500 doubles in the summer with the influx of seasonal residents.



Mattapoissett residents care deeply about the education of the Town’s children, and the health and wellbeing of families and elders. The Town’s demographics are changing, with increasing numbers of retirees finding Mattapoissett to be an attractive location for year-round or summer living.

The Town has a AAA rating and strong financial management. Mattapoissett is led by a three-member Select Board, has an open Town Meeting form of government, and a total FY24 general fund budget of approximately \$31.7 million.

Position Brief

The Mattapoissett Free Public Library Director is responsible for providing executive leadership in the strategic delivery of Mattapoissett’s network of library services and programming designed to serve the needs of the community’s residents and all library patrons. The Director currently manages a department of four full-time (including the Director) and nine part-time personnel as well as numerous volunteers. The Director and staff members are expected to enthusiastically engage with the community to provide inspired and efficient library service for all.

Annual salary: \$80K+, DOQ. The successful candidate will receive an attractive compensation package including health and retirement plans, commensurate with qualifications and experience. The Town of Mattapoissett is an Equal Opportunity Employer.

¹ https://www.mattapoissett.net/sites/mattapoissettma/files/uploads/welcome_to_mattapoissett_2019_edits_5.13.pdf

Expectations and Opportunities

The Mattapoisett Free Public Library

The [Mattapoisett Free Public Library](#), a warm and inviting brick building, was built in 1904 and underwent a significant \$5.2 million renovation in 2008. It is a full-service public library located along the shores of Buzzards Bay. Centrally located in the village near Town Hall and the popular waterfront, the 15,000-square-foot library is strongly supported by the community. The library is a hub of activity and the heart of the community. Mattapoisett belongs to the [SAILS library network](#), a consortium of more than 70 libraries in the Southcoast region. The library is typically open Tuesday through Saturday and seasonally on Sundays.

Mission Statement

The mission of the Mattapoisett Free Public Library is to make available to the entire community those materials, programs, and services necessary to assist and support all its citizens in pursuit of their civic, educational, informational, and recreational interests and needs.

Vision Statement

The Mattapoisett Free Public Library will continue to develop as a community center, offering a safe, comfortable, and inspiring environment in which all citizens can gather to read, learn, and thrive. The staff will provide excellent customer service for every user, both resident and non-resident.

Services

The library provides a welcoming and inclusive environment along with myriad services for its patrons. It offers meeting space for community groups; training in the use of online resources, databases, and digital materials; reference service for research projects; access to town reports, maps, and warrants; programs and events for patrons of all ages, including nationally known speakers and authors as well as musical events; museum passes, books, periodicals, DVDs, audiobooks, and digital books. The library's Book Club and Spice Club are particularly popular and its various music programs and author events typically have high attendance. It also houses a MediaLab and a Library of Things with such non-traditional materials as bird-watching kits, ukuleles, instant pots, croquet sets, GoPros, telescopes, and turntables. The library's 3D printer has become extremely popular with patrons of all ages. The library staff partners with key community organizations and agencies that enhance community life. Programs have been co-sponsored with the Mattapoisett Land Trust, public health nurse, Recreation Department, Mattapoisett Historical Society, the area League of Women Voters, and the Council on Aging. The next Library Director will be expected to ensure the public is informed as to all the library has to offer and to strive to expand services in accordance with patrons' needs.

Finances

The Mattapoisett Free Public Library has a total budget of \$582,591 for FY24, with wages and salaries comprising slightly over 75 percent of the budget. The Town has a history of being highly supportive of the library. The [Library Board of Trustees](#) is composed of six engaged and interested members whose collective role is to oversee library policies, funds, and administration. The [Library Trust](#), a separate 501(c)(3), is dedicated to expanding the role of the library in the community by underwriting new programs, enhancing the collection, and enriching the library environment in areas that are beyond the normal costs of the library. The active [Friends of the Mattapoisett Library](#) works to increase public support and to supplement its educational and cultural services. The [Teen Advisory Board](#) is composed of teens who are interested in taking a leadership role in the library and serve as liaisons between students and the library to ensure the library is representing the teens of the community well.

Staffing

The Library currently has four full-time (including the Director) and nine part-time employees as well as numerous volunteers. Staffing includes the following positions: Director, Assistant Director, Adult Services/Reference Librarian, Library Technicians, Children's Librarian, Library Page, General Services Librarian, Library Technician/Cataloger, and Custodian. The library is currently in the process of hiring the Adult Services Librarian. The next Library Director will be expected to coach and inspire staff members to provide patrons with the best services possible and to mentor employees in their career development, to collaborate with other Town departments and organizations, and to reach out beyond the library's walls to engage with the community and conduct programs in other facilities.

Projects

The library's current five-year Strategic Plan is valid through FY24 and is due to be updated this coming year. Work had started on its review and the next Library Director will be expected, in coordination with the Trustees, to guide and participate in that process.

The library also secured funds to recarpet the lower level of the facility and the Director will be expected to seek contractors to evaluate the building's historic slate roof and to secure repair estimates. Additionally, the library is at maximum capacity with limited storage space. The collection will likely need weeding and the next Director should consider a reconfiguration of library spaces to better accommodate patrons and staff.

The 21st Century Library: Responsive, Creative, and Collaborative



Strategic Goals

- *Maintain a safe, comfortable space in which to gather, read, and enjoy activities.*
- *Create accessible, online spaces that guide citizens in reading, learning, and information gathering.*
- *Provide information in all formats to support and promote citizenship at all levels.*
- *Collect and maintain resources and current materials in all formats for reading, listening, viewing for pleasure, inspiration, and to encourage life-long learning.*
- *Offer the community free access to up-to-date technology and to support its use with training and opportunities.*

The Ideal Candidate

- Master of Library and Information Science degree required.
- Experience working in a library, preferably in a similar-sized community.
- Skilled in leadership, financial management, and communications.
- Exhibit strong initiative; highly organized, imaginative, and collaborative.
- Excellent interpersonal and public relations skills; strong listening skills.
- Should enjoy working with the public.
- Strong sense of community.
- Energetic, respectful, receptive to others' thoughts and opinions; values team spirit.
- Ability to coach and mentor staff.
- Skilled at working with other town departments, boards, peers, volunteers, and stakeholders.

Important Links

- [Town of Mattapoissett](#)
- [Mattapoissett Free Public Library](#)
- [Board of Library Trustees](#)
- [Friends of the Mattapoissett Free Public Library](#)
- [Library Trust](#)
- [General By-Laws](#)
- [FY24 Budget](#)
- [Library Policies](#)





Town of
Mattapoissett
Massachusetts



How To Apply

The position is open until filled. For a guaranteed review of application materials, send cover letter and résumé via email, in a single PDF, by April 17, 2024, at 3:00 p.m. EST to:

Apply@communityparadigm.com

**Subject: Mattapoissett
Library Director**

Questions regarding the position should be directed to:

Bernard Lynch, Principal
Community Paradigm Associates
Blynch@communityparadigm.com
978-621-6733

The Town of Mattapoissett, Mass., is an Equal Opportunity Employer.

