



Mattapoisett Free Public Library Director

The Community

Mattapoisett, 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 Mattapoisett contains 24.2 square miles of area, bordered by Fairhaven, Marion, Acushnet, and Rochester. Mattapoisett’s population of 6,300 doubles in the summer with the influx of seasonal residents.

Mattapoisett 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 Mattapoisett to be an attractive location for year-round or summer living.



The Town has a AAA rating and strong financial management. Mattapoisett is led by a three-member Board of Selectmen, has an open Town Meeting form of government, and a total FY20 budget of approximately \$28.8 million. Mattapoisett recently appointed a new Town Administrator, a native of the community, who, like his predecessor, recognizes the importance of the library to the community.

Position Brief

The Mattapoisett Free Public Library Director is responsible for providing executive leadership in the strategic delivery of Mattapoisett’s network of library services and programming designed to serve the needs of the community’s residents and all library patrons. The Director oversees a department of three full-time and 11 part-time personnel as well as numerous volunteers.

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

¹ https://www.mattapoisett.net/sites/mattapoisettma/files/uploads/welcome_to_mattapoisett_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 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.

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. It also houses 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 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.

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.

Finances

The Mattapoisett Free Public Library has a budget of approximately \$486,540 for FY20. 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 for the library and to supplement its educational and cultural services.

Staffing

The Library Director supervises a staff of three full-time and 11 part-time employees as well as numerous volunteers. Staffing includes the following positions: Children's Librarian/Assistant Director, Adult Services/Reference Librarian, Library Technicians, Children's Librarian, Library Page, General Services Librarian, Library Technician/Cataloger, and Custodian. Five staff members hold MLS degrees. The next Library Director will be expected to coach and inspire staff members to provide patrons with the best services possible, 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.

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



Focused on the patrons' experience as well as their reading and information needs.



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.
- Skilled at working with other town departments, boards, peers, volunteers, and stakeholders.

Important Links

- [Town of Mattapoisett](#)
- [Mattapoisett Free Public Library](#)
- [Board of Library Trustees](#)
- [Mattapoisett Free Public Library Strategic Plan FY19-FY24](#)
- [Friends of the Mattapoisett Free Public Library](#)
- [Library Trust](#)
- [General By-Laws](#)
- [FY20 Budget](#)
- [Library Policies](#)





Town of
Mattapoisett
Massachusetts



How To Apply

The position is open until filled with a first review of applicants on March 12, 2020.
Send cover letter and résumé via email, in a single PDE, to:

Apply@communityparadigm.com

**Subject: Mattapoisett
Library Director Search**

Questions regarding the position should be directed to:

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

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