



# MORSE INSTITUTE LIBRARY

Natick's Community Library

## Morse Institute Library Director

### The Community

Natick, MA, is a thriving community of approximately 36,000 residents. It enjoys a tradition of professional and highly responsive government service, strong citizen engagement, and respect for its proud history. The Town of Natick and the Library Board of Trustees seek a proactive and visionary leader to serve as the next Director of the [Morse Institute Library](#).

Natick is bordered by the communities of Framingham, Weston, Wayland, Wellesley, Dover, and Sherborn. It is located approximately 16 miles west of Boston. The Town has an AAA rating, strong economy, and good financial policies and practices. Natick is led by a five-member Select Board, has a representative town meeting form of government, and a proposed FY22 budget of approximately \$168 million. Natick residents care deeply about their community, including the education of the Town's children, the health and wellbeing of its residents, and the vibrancy of the popular Morse Institute Library.



### Position Brief

The Morse Institute Library Director oversees and monitors all library operations, including budgeting, personnel management, and facilities management. The library has 20-25 full-time employees and approximately 30 part-time employees. Many staff members, including senior staff, are highly experienced. The Director needs to be a strategic thinker and experienced manager of personnel. The Director should be an ambassador for the library, highlighting its successes and clearly communicating its needs.

**Annual Salary:** \$115,000+/-, depending on qualifications. The Town of Natick is an EEO/AA employer.

# Expectations and Opportunities

## The Morse Institute Library

The Morse Institute Library began in 1808 as a modest collection of about 100 books in the home of Samuel Morse, just up the street from today's building. Thirty-nine years later, that early circulating library evolved into the Citizen's Library, accumulating 425 books by 1852. In 1862, the Morse Institute Library was born as the legacy of Mary Ann Morse, Samuel Morse's granddaughter. Declaring that she had "a strong and abiding interest in the welfare and prosperity of my beloved town," Miss Morse left her entire estate to build a library and fill it with books (maintaining the building and paying a librarian was up to the town.) In 1997, a major building expansion and renovation occurred, allowing the library to grow to meet community needs by tripling the public space of the old library. Currently, carpets are scheduled to soon be replaced, the HVAC system is being replaced, and the building's roof will need replacement within 3-5 years. The library is a hub of activity and serves as a community and activity center as well as a resource for the educational, vocational, and recreational needs of all its patrons. The Morse Institute Library belongs to the [Minuteman Library Network](#), a consortium of 42 member libraries with 60 locations.

The current Strategic Plan is effective through FY22, so the successful Library Director candidate will have the opportunity to lead the charge in developing the next five-year plan and set the course for the library's future. This is a tremendous opportunity to get to know the community and understand its values.

### **Mission**

*The Morse Institute Library's mission is:*

- *To provide free access to materials and quality information and technology services to library users of all ages and abilities;*
- *To serve as a major educational resource with programs and learning opportunities for all, so residents of Natick and the MetroWest area can meet, learn, and create together;*
- *To serve as a community and cultural center with meeting and exhibit spaces for individuals as well as municipal and civic groups.*

## Services

The library provides a welcoming and inclusive environment along with myriad services for its patrons. It offers public computer stations; reference and learning resources; programs and events for patrons of all ages; meeting space; museum passes, books, periodicals, DVDs, audiobooks, and digital books; streaming services; and a literacy program. It also houses an extensive Library of Things with such non-traditional materials as ukuleles, sewing machine, gardening kits, GoPro camera, and stud finder. The library has makerspace and a 3D printer available for patrons. In 2020, the library launched Purposeful Play and Start with STEM, aiding in the cognitive development of children under age 6. The Morse Institute Library subscribes to various streaming services, and patrons can borrow digital reading materials. Library Director candidates must understand the critical importance of both tangible and technologically based media.

The library provides a tremendous diversity of programming for patrons and seeks to partner with other departments and outside organizations to offer innovative services, such as the [Natick Veterans Oral History Project](#). Following the library's closure to the public due to the COVID-19 pandemic, staff members were quick to offer [virtual programs](#) and curbside pickup as a way to provide a sense of normalcy and some much-needed (online) social interaction. Usage of eBooks and downloadable content increased 48% over the previous year, resulting in a request for additional funds to support increased purchasing of eBooks to increase the collection and reduce wait times. The popular Bookmobile, which is in the process of being replaced, continues a long tradition of expanding access to library materials and services by visiting, for example, neighborhoods, senior housing, assisted living facilities, nursing homes, and community events.

## Finances

The Morse Institute Library has a proposed budget of nearly \$2.39 million for FY22. The Director develops, manages, and monitors the annual operating budget and capital improvement plan. The Director is responsible for administering financial gifts and trusts in conjunction with the Board of Trustees; applying for state aid and grants; and expending money as awarded. Library staff strives to control costs while increasing services to the community. The next Library Director needs strong financial management skills and the ability to fully communicate the library's financial needs to Natick's officials and the community.

## Board of Trustees

The [Library Board of Trustees](#) is composed of five members whose collective role is to support the achievement of the library's mission, to set appropriate policies and oversee their implementation, and to individually contribute to the work of the Board and the library.

The [Friends of the Morse Institute Library](#) is a volunteer-led non-profit with a purpose of bringing together interested persons to promote the recognition and use of the Institute, supporting the Institute both financially and intellectually as a center of cultural, educational, and recreational activity, and encouraging involvement in community affairs and activities. The Friends typically generate \$30,000 to \$40,000 for the library from its annual book sale.



### *Vision*

*The Morse Institute Library will be the place where people of Natick and the MetroWest area can gather to learn, enjoy, and enrich their lives.*



## Staffing

The library has 20-25 full-time employees and 30 part-time employees. Staff positions include assistant director, librarians, circulation services staff, reference librarians, technology coordinator, community coordinator, bookmobile coordinator and staff, children's services supervisor and staff, young adult librarian, materials management supervisor and staff, library pages and volunteers, executive assistant, and bookkeeper. Library staff are union members and the Library Director must have collective bargaining skills.

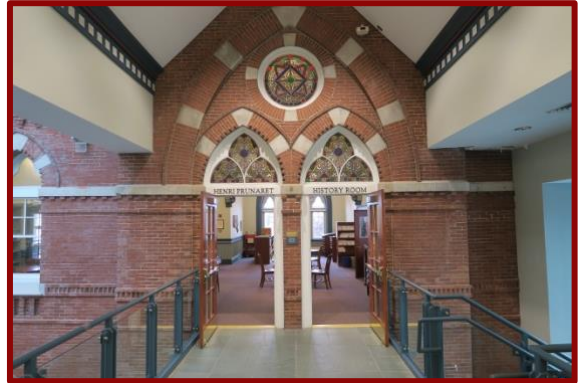
Morse Institute Library staff members are experienced, creative, and enthusiastic. Staff members are proactive and seek to collaborate with other groups, to build a diverse set of programs, and provide learning and recreational opportunities for different ages, abilities, and interests. Professional development is considered important and staff members regularly attend workshops and conferences provided by state, regional, network, and professional library organizations. The Library Director is expected to be involved with state, regional, network, and professional library organizations to remain informed of new regulations, best practices, trends, and innovations.

The next Library Director should be a collaborative and experienced leader and manager of people and one who eschews micromanagement. The Director should serve as a mentor and coach, striving to assist staff members in vetting, organizing, and professionally presenting ideas, and then allow staff to move forward with implementation. The Library Director will be expected to inspire staff members to continue 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 further engage with the community. The Morse Institute Library is a community partner of, and consistently strives to strengthen its collaborative efforts with, the [Bacon Free Library](#) which is also located in Natick.

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## 2018-2022 Strategic Goals

- ❖ *Support enrichment and life-long learning*
  - ❖ *Foster community engagement and connections*
  - ❖ *Build partnerships and collaborations*
  - ❖ *Expand outreach and communication*
  - ❖ *Promote innovation and creativity*
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## The Ideal Candidate

- Requires Master of Library Science degree from an A.L.A. accredited graduate school, and a Certificate of Professional Librarianship issued by the MBLC.
- Requires a minimum of seven (7) years of progressively responsible public library experience including five (5) years of supervisory experience.
- Must have exceptional interpersonal and communication skills along with collective bargaining and strong budgetary management experience.
- Must have extensive knowledge of professional library principles, practices, and services.
- Must have considerable knowledge of library administration and management as applied to automation, personnel, collection development, planning, and budgeting.
- Requires experience and knowledge in handling diverse types of revenue sources.
- Must have familiarity with requirements for participation in the Minuteman system inter-library loan program and eligibility for state grants.
- Must have the ability to identify trends – past, present, and future.
- Must have the ability to interpret community interests and needs.
- Requires the ability to build a positive team environment; able to manage, mentor, and motivate staff.
- Must understand the value of data and have ability to convey it in a useful manner.
- Must share the town's concept that the library is a vital and important part of the community.
- Must value the strengths that exist in the library staff.
- Needs to have excellent interpersonal and public relations skills.
- Must be visible, hands-on, and available.
- Must be collaborative, a problem solver, and an active listener.

## Important Links

- [Town of Natick](#)
- [Morse Institute Library](#)
- [Board of Library Trustees](#)
- [Morse Institute Library Strategic Plan FY2018-FY2022](#)
- [Town of Natick FY22 Preliminary Budget](#)
- [Natick 2019 Annual Report](#)
- [Library Programs & Events](#)
- [Library Policies](#)
- [Friends of the Morse Institute Library](#)





## How To Apply

The position is open until filled. Application materials must be submitted by April 15, 2021, 3:00 p.m. EST, for a guaranteed review. Send cover letter and résumé via email, in a single PDF, to:

**[Apply@communityparadigm.com](mailto:Apply@communityparadigm.com)**

**Subject: Natick Library Director**

Questions regarding the position should be directed to:

Bernard Lynch, Principal  
Community Paradigm Associates  
**[Blynch@communityparadigm.com](mailto:Blynch@communityparadigm.com)**  
978-621-6733

*The Town of Natick, Mass., is an EEO/AA employer.*