Bancroft Memorial Library

Board of Trustees Meeting

October 1, 2018

The meeting was called to order at 7:00 p.m. Present were Chairperson Frederick G. Oldfield III and Trustees Kathi Wright and Nancy Verdolino, and Director Ann Fields.

The Director informed the Trustees that Karen LeBlanc has been hired for the Library Assistant position recently opened by the departure of Sara Sartori.

Due to the pending retirement of the Director, the Trustees discussed the necessary procedures to fill the position. A list of places to post the position was pulled together, including the Town and Library websites, Milford Daily News, MBLC ([https://mblc.state.ma.us/jobs/submit\_jobs/index.php](https://protect-us.mimecast.com/s/IUcrCmZ72ki529P0UGgCfO?domain=mblc.state.ma.us)), Simmons College jobline (jobline@simmons.edu), New England Library Association (info@nelib.org), ALA joblist ([https://joblist.ala.org](https://protect-us.mimecast.com/s/oIXxCn5GYliG5k3ySJVuBw?domain=joblist.ala.org)) and Rhode Island Office of Library and Information Science ([http://www.olis.ri.gov/about/jobs.php](https://protect-us.mimecast.com/s/yKxuCo2AvmCX4QPoHVEkcO?domain=olis.ri.gov)). A job posting was drawn up (revised version attached) and Kathi offered to print Chapter 6 of the [www.mblc.state.ma.us](http://www.mblc.state.ma.us) website and mail to the other Trustees.

Also discussed were several items relative to the annual increase of the Director’s salary as referenced in the job contract and relating to our budget.

Since there was no further business before the Board, it was moved and seconded to end the meeting at 8:25 p.m.

Respectfully submitted,

Katherine M. Wright, SecretaryThree grand essentials to happiness in this life are something to do, something to love, and something to hope for. - Jose Addison

**Job posting:**

**Public Library Director**

**Hopedale, MA**

**The Bancroft Memorial Library is seeking a proven leader with a strong public service commitment to administer and direct the functions, activities and operations of the library, to include reporting on the same.**

**Candidate must have an ALA-accredited MLS degree; three to five years of public library experience; leadership ability and a high degree of motivation, initiative, and resourcefulness; strong interpersonal skills for interaction with library staff, library users, and town officials; skills to manage and keep current the library’s technology; the ability to speak and write effectively, including grant writing; and the ability to exercise independent judgment in decision-making.**

**Located in historic Hopedale, MA, 30 miles southwest of Boston, the library building is on the National Historic Register. Our ideal candidate will be familiar with preservation of historic documents, maintenance of an historic building, and will embrace this opportunity with the same passion expressed by our library Board of Trustees, staff, and community.**

**The minimum starting salary for this position is $52,852 and includes a full range of benefits.  A complete job description is available on the Library’s website** [**www.hopedale-ma.gov/bancroft-memorial-library**](http://www.hopedale-ma.gov/bancroft-memorial-library)**.**

**To apply, please submit a cover letter, resume and three professional letters of recommendation to:**

**Board of Library Trustees
c/o Town Administrator
P.O. Box 7**

**Hopedale, MA 01747**

**Or email: sbrouwer@hopedale-ma.gov**

**Deadline for applications is November 1, 2018.**

As of 10/9/18