



The City of **WORCESTER**

City Clerk Department

Nikolin Vangjeli, City Clerk

Stephen A.J. Pottle, Deputy City Clerk I

Clare M. Robbins, Deputy City Clerk II

NOTICE OF VACANCY PUBLIC LIBRARY BOARD OF DIRECTORS

Pursuant to a request of the Mayor and City Council, you are hereby notified that there shall be **one (1) vacancy** to be filled on the Worcester Public Library Board of Directors for a term that will expire on **December 31, 2024**.

The Election for the opening will take place on **Tuesday, February 13, 2024 at 6:30 P.M.** both in person in the Esther Howland (South) Chamber on the 3rd Floor of City Hall and via the City Council's Zoom Account.

Virtual Attendee Call-In Information:

1. Log into Zoom via your computer (please make sure your computer has a microphone):
City Council Zoom Link: <https://zoom.us/j/91727574825>
2. Call into the meeting: Phone Number: (929) 205 6099 - Access Code: 917 2757 4825

The Mayor and City Council encourage Worcester residents to come forward and serve on the Library Board, beginning that process by filing a letter of intent and resume with the City Clerk before **12:00 Noon on Friday, February 9, 2024**.

The City Clerk shall accept letters of intent and resumes via e-mail @ clerk@worcesterma.gov, via fax at 508-799-1194, or through the U.S. Mail:

City Clerk
Room 206, City Hall
455 Main St.
Worcester, MA 01608-1889

Or in-hand during regular business hours: On Mondays from 8:45 a.m. to 5 p.m. and Tuesdays through Fridays from 8:45 a.m. to 4:15 p.m.

Cordially,

Nikolin Vangjeli
City Clerk



Mission Statement:

The Worcester Public Library serves as a gathering place that actively promotes the free exchange of ideas in our democratic society. The Library makes information available to all people while fostering intellectual freedom, protecting privacy, encouraging personal growth and enrichment, and celebrating our diverse community heritage.

The following outlines the purpose and responsibilities of the Worcester Public Library Board of Directors. The Library operates under the 1859 *Deed of Gift* by Dr. John Green, with rules that derive specifically from the *Gift*.

PURPOSE OF THE BOARD OF DIRECTORS

The Board Provides for:

- Managerial policies for the establishment, curtailment, and administration of library services;
- Promulgation of rules and regulations governing the use of the library;
- Appointments of staff upon recommendation of the Head Librarian;
- Authorization of agreements in conjunction with the City Manager for services concerning the library;
- Hiring and evaluating the Head Librarian who serves at the pleasure of the Board.

Dr. Green stipulated, "The management of the Library, the custody of the books, and the regulations under which they may be used shall be vested in the Board."

COMPOSITION

- Twelve directors, two appointed each December by the City Council for a **six-year term**.

REQUIREMENTS

- Monthly meetings held the fourth Wednesday at 5:00pm
- Service on 2-3 standing committees

REPRESENTATION

- Geographic
- Ethnic
- Economic and education
- Age, gender, and abilities
- Skills
 - Expertise in areas such as management, finance, public relations, construction, architecture, fund raising, law, etc.

RESPONSIBILITIES

- Employing a Head Librarian and understanding the roles and responsibilities of the Board and the Head Librarian
- Setting service-oriented library policies that uphold the principles of equal access to information and the free exchange of ideas
- Overseeing the management and maintenance of the library's facilities and assets
- Securing an appropriate funding level for facilities, technology, hours of operation, collections and staff
- Knowing and observing applicable municipal, state, and federal laws and regulations
- Working with the community to identify needs and develop a strategic plan for library services
- Pursuing educational opportunities that expand skills necessary to be an Executive Director

COMPENSATION

- Library Directors serve without monetary compensation



POSITION DESCRIPTION - WORCESTER PUBLIC LIBRARY BOARD OF DIRECTORS

Composition: There are twelve (12) members of the Worcester Public Library's Board of Directors. Two directors are appointed by the City Council each December. The term of service for a director is six (6) years.

Requirements: Directors must be residents of Worcester. The Board's monthly meetings are held on the fourth Wednesday of each month at 5:00 p.m., usually at the Main Library. Directors serve on 2 to 3 standing committees that meet as work requires, usually 5 or 6 times a year.

Representation: Because the Public Library serves the entire community, it is desirable to have Board representation that reflects a cross section of the population. Examples of representation are:

Geographic - people from neighborhoods throughout the city

Ethnic - people reflecting the ethnic and racial groups within the city

Skills - people with expertise in areas such as management, finance, public relations, construction, architecture, fund raising, law, etc.

Economic and Education - people with various income and education levels

Age and Sex - people representing a range of ages and a balance between men and women

Responsibilities: The Board of Directors governs the library for the benefit of the community. It fulfills its responsibilities by:

- employing a qualified head librarian and understanding the roles and responsibilities of the Board and the head librarian
- setting service-oriented library policies that uphold the principles of equal access to information and the free exchange of ideas
- overseeing the management and maintenance of the library's facilities and assets
- working to secure an appropriate funding level for facilities, technology, hours of operation, collections and staff
- knowing and observing applicable municipal, state and federal laws and regulations
- working with the community to identify information needs and to develop and implement a written plan for the maintenance and improvement of library services
- pursuing educational opportunities that expand skills necessary to be an effective Director.

Compensation: Library Directors serve without monetary compensation.

Composition of the Worcester Public Library Board of Directors 2024

There is one vacancy:

Edward Carr, whose term expires in December 2024, whom City Council appointed to the board in December 2018.

The composition without Carr is:

3 men, 8 women

8 Caucasian, 2 African-American, 1 Hispanic

Districts Represented:

District 1: Christina Andrianopoulos
 Harriette Chandler
 Roseann Fitzgerald
 Stephanie Pasha
 Moses Zenon-Laguerre

District 2: Matthew Noe

District 3:

District 4:

District 5: Katherine Bagdis
 David Dominguez
 Laura Miller
 Gail Schuyler
 Jessica Walsh

January 11, 2024