



TOWN OF CHILMARK, MASSACHUSETTS

401 MIDDLE ROAD
POST OFFICE BOX 119
CHILMARK, MA 02535
508.645.2107
508.645.2110 FAX

townclerk@chilmarkma.gov

Jennifer L. Christy
Town Clerk

March 21, 2013

Dear Selectmen:

I am writing to ask that you approve a slight change to my work schedule for a limited time this spring. The Aquinnah Library's current Director will be taking an 8 week leave from her position starting about mid-May through early July. She has asked me if I would be willing to fill in for her on Thursdays when the library is open from 2PM-7PM. Other librarians are filling in for her on other days during this eight week period. I would very much like to help out and offer my services on Thursdays. Instead of leaving at 2PM on Thursdays, I would leave at 1PM. The extra hour would be made up on another day of the week.

This schedule change will have no impact on my duties here at town hall. I will continue to work the same total hours I have worked since last spring. The hours will be divided among the weekdays in the same way except for the one less hour on Thursdays. Neither board for which I am an administrative assistant will be impacted by this temporary change.

I would very much like to help our neighboring community of Aquinnah and their great new director this spring.

Thank you for your consideration,

Jennifer L. Christy
Town Clerk