

TO: Selectmen
FR: Executive Secretary
DT: April 25, 2016
RE: Posting of temporary position vacancy – Library department

FMLA HR action for the Library. April 4th – September 16th 2016

Authorization to post vacancy, and seek Reserve Fund transfer to cover expected salary costs.

LIBRARIAN - YOUTH SERVICES

The Chilmark Library seeks an enthusiastic, service-oriented, youth-loving person to fill a temporary position as Youth Services Librarian. This is a 4-month, 30-hour-per-week position paying \$23.86 per hour that includes municipal health and other benefits for the duration of the position. The successful candidate will be responsible for collection development, cataloging, assisting patrons, weekly and special summer programming, circulation desk supervision and assistance, and other administrative duties. Preference will be given to candidates with previous education or library experience, especially collection development and programming. Technical skills are required. Application deadline is May 9, but early application is encouraged. Applicants must submit a resume and a Town of Chilmark job application, available via email or in person at the library: chil_mail@clamsnet.org. Chilmark is an equal opportunity employer.

Tim – I believe that, at the upcoming selectmen’s meeting on Tuesday May 3, the selectmen will be addressing the topic of authorizing additional funding for the library to carry us through the end of the fiscal year. Both Jane Kaplan and I are going to be away next week and will be unable to attend the meeting. The purpose of this email is to let you know that we discussed this topic at our last Trustees’ meeting on April 19th. At that time, we voted to endorse the request for additional funding to cover additional staffing hours that will be needed because of a library employee’s extended absence due to illness.

If you need anything else from us for Tuesday’s meeting, please let me know. Although I will be out of town starting Sunday, I will have access to email sporadically. Thanks!!!

Janet