



Kevin J. Murphy
City Manager

January 19, 2018

Mayor William J. Samaras
and
Members of the City Council

RE: Library –Appointment of Trustee

Dear Mayor Samaras and Members of the City Council:

Pursuant to the authority specified under the Code of City of Lowell Section 39-1, it is with pleasure that I am appointing Donna Scannell Richards of 159 Clark Road, Lowell, MA 01852 to the Pollard Memorial Library Board of Trustees, to a term which expires December 31, 2021, or such time thereafter until a successor is appointed and qualified:

Confirmation by the City Council is required for this appointment and is hereby requested. I have attached her cover letter and resumé for your review.

I would be happy to answer any inquiries you may have concerning this appointment.


Very truly yours,

Kevin J. Murphy
City Manager

cc: City Clerk
City Solicitor
Library-Board of Trustees
City Auditor
Human Relations Manager
MIS

Donna Scannell Richards

159 Clark Road
Lowell, MA 01852



January 7, 2018

Kevin Murphy, City Manager
Lowell City Hall
375 Merrimack Street
Lowell MA 01852

Dear City Manager Murphy,

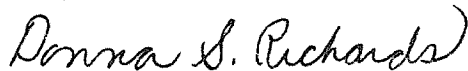
I am writing to let you know of my interest in becoming a member of the Pollard Memorial Library Board of Trustees. I retired from a 39-year career in health care with the desire to spend more time with family and to become more involved in community service. I am a lifelong Lowell resident with a fondness for the library. I am currently serving as the Chair of the Pollard Memorial Library Foundation Board.

In my tenure as the Pollard Memorial Foundation Chair we have created a strategic plan, a budget process, increased our endowment, forged ties with the UMASS Lowell English department, encouraged library staff attendance at board meetings, and enhanced collaboration with the Trustees and the Friends. We continue to fund programs and purchase of items that make a stronger library and a stronger community. The Foundation is also committed to support the library's art and continues to encourage and assist in the restoration of artwork

My attached resume further highlights my qualifications and experience which I believe make me an excellent candidate for a Trustee position. I could also serve as the required Trustee to sit on the Foundation board.

I have submitted my resume and cover letter to Mary Callery in the Human Relations Office. Thank you for your consideration.

Sincerely,



Donna S. Richards

DONNA SCANNELL RICHARDS

159 Clark Road

Lowell, Massachusetts 01852



PROFESSIONAL EXPERIENCE

MARCH 2001 – JUNE 2016 (Retired)
Director, Department of Laboratory Medicine
LAHEY HOSPITAL & MEDICAL CENTER, BURLINGTON, MA
SEPTEMBER 1980 – FEBRUARY 2001
Manager, Hematology / Coagulation Laboratory
LAHEY HOSPITAL & MEDICAL CENTER, BURLINGTON, MA

EDUCATION

SEPTEMBER 1981
Northeastern University, Boston, MA
Master of Science
MAY 1975
Regis College, Weston, MA
Bachelor of Science
JULY 1975 – JULY 1976
Veterans Administration Hospital School of Medical Technology, Boston, MA
Certificate in Medical Laboratory Science, MT(ASCP)

RELEVANT ACTIVITIES

POLLARD MEMORIAL LIBRARY FOUNDATION BOARD MEMBER

May 2015 – Present: Chair PMLF Board
May 2012 – May 2015 Vice Chair PMLF Board
May 2010 – May 2012 Member of the PMLF Board

FRIENDS OF THE POLLARD MEMORIAL LIBRARY

1995 – Present Member, Volunteer

CLINICAL LABORATORY MANAGERS ASSOCIATION (BayState Chapter of CLMA)

January 2003 – June 2016 Member Board of Directors
February 2004 – March 2006 Elected Treasurer by membership
March 2006 - March 2008 Elected President-Elect by membership
March 2008 – March 2011 Elected President by membership, 3 year term
March 2011 – March 2014 Past President, 3 year term

NDA ALUMNI ASSOCIATION

May 1971 – Present: Member
September 2006 – September 2009 Member of Board of Directors

CATHOLIC COLLEGE CLUB OF LOWELL

1976 - 2000 Member
1982 – 1987 Vice President