

**City of Lowell**  
**Post Date: December 28, 2020**  
**Deadline: Open Until Filled**  
**Pollard Memorial Library Board of Trustees**

**Position Title:** Pollard Memorial Library Board of Trustee Member – (2845)  
**Duration of Term:** To fulfill remainder of term ending on December 31, 2022  
**Meetings:** The Library Board of Trustees meets on the first (1st) Wednesday of the month at 5:30pm in the Pollard Memorial Library. Meetings may also be held by remote participation with Zoom.

**SUMMARY**

The Pollard Memorial Library is a vibrant community hub and Lowell’s gateway to knowledge, meeting the information needs and enriching the quality of life in our community. The mission of the Library is to provide diverse collections, state-of-the-art technology, appealing programs and services to Lowell’s diverse population in a safe and welcoming environment.

The Pollard Memorial Library Board of Trustees operates under the authority specified under Statute Reference: MGL C.231 Acts 1888 Code 17-166; City Charter (1921) Sec. 28; MGL Ch. 78, s.7-13. The board consists of eleven (11) members, eight (8) full members and two (2) associate members, including the City Manager as ex officio President of the Board. New members are appointed by the City Manager to a three (3) year staggered term. City Council confirmation is required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Library Board of Trustees have responsibility through the City of the general care, administration, and policy making for the library. The Board engages in an ongoing planning process, which assesses the needs of the library and the role of the library in the community and ensure that the library develops to meet those needs. Trustees occasionally attend the City Council meeting to report on activities *and/or* advocate on behalf of the library. All Trustees are expected to attend monthly board meetings, appropriate continuing education workshops and conferences, and library programs as their schedules allow. Associate Trustees are non-voting members(s) of the Board except for the absence of a Trustee.

**APPLICANTS**

Interested individuals should send a resume and cover letter to **Mary Callery, Human Relations Director**, Lowell City Hall - Room 19, 375 Merrimack Street, Lowell, MA 01852. Application material may also be submitted via e-mail to [cityjobs@lowellma.gov](mailto:cityjobs@lowellma.gov) or by fax to 978-446-7102.

**EOE/AA/504 Employer**