



CITY OF NEWBURYPORT
OFFICE OF THE MAYOR
SEAN R. REARDON, MAYOR

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To: President and Members of the City Council
From: Sean R. Reardon, Mayor
Date: February 12, 2024
Re: Appointment

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CITY CLERK'S OFFICE
NEWBURYPORT, MA
2024 FEB -5 P 3:29

I hereby appoint, subject to your approval, the following named individual as a member of the Library Board of Directors. This term will expire on March 15, 2027.

Caroline Gilman McCarthy
4 Coombs Circle
Newburyport, MA 01950

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4 Coombs Circle, Newburyport MA 01950

978-257-6134

carolinegmccarthy@gmail.com

EDUCATION

Bowdoin College, Brunswick ME

BA, History major, Art History minor

Simmons College, Boston MA

MLS, Graduate School of Library and Information Science

WORK EXPERIENCE

Phillips Academy, Andover MA

Part Time Instructional Librarian, January - July 2022

- Participated in the Library's instruction program; planning, teaching, and assessing teacher-requested instruction sessions.
- Provided reference and research assistance to the community.
- Identified and selected materials for purchase.
- Participated in collection maintenance activities, including, shelf reading, material de-selection, and inventory.
- Assigned call numbers to newly acquired materials.

Brooks School, North Andover MA

Assistant Librarian, July 2003-July 2005; October 2011-2012

- Responsible for cataloging all materials.
- Provided bibliographic instruction for assigned research projects.
- Worked as part of the collection development team to purchase library materials.

Head Librarian, July 2005-October 2011

- Managed staff of 6 full- and part-time employees, including hiring, training, supervising and scheduling.
- Managed materials budget of \$80K
- Made all collection development and circulation decisions.
- Provided bibliographic instruction for assigned research projects.
- Served on the Curriculum Committee chaired by the Academic Dean.
- Managed Birthday Book and alumni fundraising projects.
- Developed and maintained the blog of library information.
- Received the 2007 George F. Vaught Prize "to honor a member of the faculty who in his or her first few years has made special contributions to the school and exhibited notable professional growth."
- Received the 2010 Murphy Grant; a fund established to award faculty members vacation privileges not otherwise available to them.

Phillips Exeter Academy, Exeter NH

Reference Librarian, August 2001-June 2003

- Answered patrons' queries at the reference desk.
- Provided bibliographic instruction for assigned research projects.
- Taught information literacy, and coordinated ninth grade study skills program.
- Provided research support for faculty publications.
- Created periodic displays of library materials.
- Purchased new and weeded underused materials as part of the collection development team.
- Made circulation policy decisions.

Boston College, Chestnut Hill MA

O'Neill Library Serials Assistant, April 1999-May 2001

- Supervised and trained staff of twelve student employees in receiving and shelving current periodicals.
- Maintained the library's catalog of 20,000 serial titles including periodicals, newspapers, and microforms.
- Served on the search committee for the position of Preservation Manager.