

MEMORANDUM

To: President and Members of the City Council
From: Sean R. Reardon, Mayor
Date: October 26, 2023
Re: Appointment of Head Librarian of the Newburyport Public Library

I am pleased to announce that the Newburyport Public Library Board of Directors has voted to appoint Kevin Bourque as the next Head Librarian. Mr. Bourque will take office November 6th and we look forward to him joining our talented library staff.

Mr. Bourque is a distinguished professional with a career spanning over two decades in the field of libraries. He has garnered extensive leadership experience in directing library services, overseeing library facilities, and nurturing staff to provide consistent quality service. Since May 2015, he has served as the Library Director at the Boxford Town Library. In this role, he manages library operations, develops budgets, advocates for library funding, supervises staff, and maintains library policies and procedures.

From May 2012 to April 2015, Mr. Bourque served as the Library Facility Manager at Duraleigh Road Community Library. Previously, he was a Department Manager for Adult Services at East Regional Library and North Regional Library, with all of these positions under the Wake County Public Libraries in and around Raleigh, North Carolina. He previously held positions at the Canton Public Library and at Framingham State College, and began his career in reference and information services positions. He has a Bachelor of Philosophy from Saint John Seminary, a Masters in Library Service from Rutgers University, and a Bachelor of Science in Education from Framingham State College.

The Library Board of Directors is the appointing authority for this position, and they voted on October 18th to appoint Mr. Bourque. They formed a search committee in June 2023 to screen initial candidates and held interviews with eight candidates, eventually recommending three finalists for interviews by the full board. Two candidates decided to withdraw their names from consideration prior to the final interviews, leading to Mr. Bourque being the only candidate to interview. The Board voted 9-2 to appoint him as Head Librarian. He will have a three-year appointment and our Human Resources Department is working with him to finalize his contract.

Section 12-126 of the Code of Ordinances outlines the method of selection of the Head Librarian and specifies the term as lasting three years. This appointment does not require confirmation by the City Council. Section 3-3 of the City Charter states that "The mayor shall appoint, subject to the review of such appointments by the city council under Section 2-10, all city officers and department heads and the members of multiple-member bodies for whom no other method of appointment or selection is provided by law or this charter, excepting only persons serving under the school committee, and persons serving under the city council." As there is another method of appointment for this position, and the Mayor is not the appointing authority, the Council does not vote to confirm this appointment. This was confirmed by the City Solicitor, who stated that even though the confirmation of the Head Librarian is in the Council's Rules, these Rules are subordinate to our Charter and Ordinances. We look forward to your consideration of this communication and to Mr. Bourque starting on November 6th.

Kevin J. Bourque

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919-954-1436

Head Librarian

Performance Profile

20 years professional experience in libraries, with 15 years leadership experience directing library services, maintaining library facilities, and empowering staff to solve problems and provide consistent quality service. Experience managing all library operations in smaller community library branches and larger regional libraries with average monthly circulation up to 100,000 items, and evaluating, developing, and implementing policies and procedures as the needs of the library and the community evolve.

Core Competencies

Staff development

Meeting management

Coaching for success

Customer service

Financial management

Web content management

Facility management

Marketing and merchandising

Social media

Collection management

Strategic planning

Collection development

Professional Experience

Boxford Town Library, Boxford, MA

Library Director

May 2015 to Present

- Manages library operations and resources in consultation with Library Board of Trustees
- Develops and manages library operating budget of over \$500,000
- Manages the use of over \$50,000 in grants, trusts, and funds.
- Develops Library policies and procedures
- Advocates for Library funding, personnel, and resources to Town governance boards
- Supervises six full-time and two part-time employees in a collective bargaining environment
- Oversees 10,000 square feet of main library space and off-site collection storage facility
- Recruits, trains, and onboards new employees.
- Promotes the Library's services, programs, and resources at community events and to community groups
- Evaluates emerging technology for implementation in the library

Wake County Public Libraries

Library Facility Manager, Duraleigh Road Community Library, Raleigh, NC

May 2012 to April 2015

- Implemented and evaluated the library system's program of service in the community branch
- Maintained the youth and adult circulating collections
- Supervised ten staff members, providing training, coaching, and mentoring as needed
- Collaborated with Children's Librarian on implementing system initiatives
- Oversaw facility maintenance in an 8,000 square foot facility
- Addressed patron concerns making reasonable exceptions when feasible
- Conducted community outreach to local organizations and schools

Department Manager, Adult Services, East Regional Library, Knightdale, NC

July 2011 to May 2012

- Managed the circulation functions of a collection that circulated on average 45,000 items per month
- Maintained the adult fiction and non-fiction collections
- Implemented and evaluated the library system's program of service for adults
- Supervised twelve staff members, providing training, coaching, and mentoring as needed

- Collaborated with Library Manager and Youth Department Manager to oversee daily library function
- Oversaw the reporting and resolution of facility maintenance issues in a 19,000 square foot facility
- Addressed patron concerns making reasonable exceptions when feasible

Department Manager, Adult Services, North Regional Library, Raleigh, NC May 2007 to July 2011

- Managed the circulation functions of a collection that circulated on average 100,000 items per month
- Maintained the adult fiction and non-fiction collections
- Facilitated the merging of Reference and Reader Services into the Adult Services Department
- Supervised twelve staff members, providing training, coaching, and mentoring as needed
- Collaborated with Library Manager and Youth Department Manager to oversee daily library function
- Oversaw the reporting and resolution of facility maintenance issues in a 30,000 square foot facility
- Addressed patron concerns making reasonable exceptions when feasible

Electronic Resources Librarian North Regional Library, Raleigh, NC December 2005 to May 2007

- Planned for the technology installation in new library facility
- Led the implementation of the technology installation plan for the new library facility
- Supervised the installation of network cabling as part of the construction of a new library facility
- Collaborated with Library Information Technology team to maintain library technology
- Maintained the library's web presence
- Developed and delivered technology training for library system staff and patrons

Canton Public Library, Canton, MA

Automated Information Services Librarian December 1996 to July 1999

- Responsible for installation and maintenance of library technology
- Created and maintained library web presence
- Researched patron information requests
- Developed computer and technology circulating collection

Framingham State College, Henry Whittemore library

Reference Librarian / Copy Cataloguer June 1996 to November 1996

- Researched faculty and student information requests
- Created and maintained subject area Internet pathfinders
- Copied and modified OCLC records for newly acquired items
- Processed items for circulation
- Taught bibliographic instruction classes

Education

Bachelor of Philosophy, Saint John Seminary, Brighton, MA May 2001

Masters in Library Service, Rutgers University, New Brunswick, NJ May 1996

Bachelor of Science, Education, Framingham State College, Framingham, MA May 1994

Professional Associations

Association for Rural & Small Libraries Member since 2019

Continuing Education Committee member 2023

Northeast Region Focus Group member 2023

Board of Directors, Northeast Region Representative 2022

American Library Association 2015

Public Library Association 2015

Massachusetts Library Association 2015

New England Library Association 2016