

**Board of Selectmen
Special Meeting Agenda
October 14, 2021 9:30 AM**

The meeting will be held remotely via Zoom due to Covid

Join via internet: <https://us02web.zoom.us/j/85484895118>

Webinar ID: 854 8489 5118

Passcode: 06883

To join by phone: 1 646 558 8656 US (New York)

1. Call to order
2. Discussion/ Decision to hire Anne Mastroianni as Adult Services Librarian
3. Adjournment

Anne Mastroianni

3 Kaechele Drive
Sandy Hook, CT 06482
(203) 546-0003
anne.mastroianni@gmail.com

July 29, 2021

Karen Tatarka

Library Director, Weston Public Library
56 Norfield Road
Weston, CT 06883

Dear Karen,

I am excited to apply for the position of Adult Services Librarian at the Weston Public Library. My unique combination of creativity and organizational skills make me well suited for the position. As the Circulation Supervisor at the C. H. Booth Library my first priorities are to make sure our patrons are receiving high quality customer service and that the staff feels valued and engaged in their work.

My work as Circulation Supervisor has expanded over the past four years to include not only the management of staff and workflow at the busy circulation desk, but the development and maintenance of the adult fiction collection, the promotion of readers' advisory services, and the innovation of ideas to increase circulation. Recently, the pandemic necessitated changes in services to the public, with a focus on remote and digital outreach. In addition to designing and implementing these new and ongoing services, I worked closely with the circulation staff to make sure all were comfortable with the new procedures and safety requirements, and that those unable to work still felt like part of the team.

I believe that all staff members should be encouraged to use their talents to contribute to the success of the library and I have enjoyed collaborating with my colleagues on programs and services that add value to the library, including summer reading, technology instruction, and our website redesign. I'm looking forward to speaking with you about how my skills can work to support the Weston Public Library and the community it serves. Thank you for your consideration.

Sincerely,



Anne Mastroianni

Anne Mastroianni

Librarian, MLS

anne.mastroianni@gmail.com
(203) 546-0003

SKILLS

Proficient in Google Workspace, Microsoft Word, Publisher, and Excel, Evergreen ILS System (Bibliomation), Apple products, Canva, LibraryAware, TitleSource 360, Facebook, Instagram, and Constant Contact. Familiar with Zoom, Wordpress, Readsquared, and Adobe Creative Suite.

EXPERIENCE

Cyrenius H. Booth Library, Newtown CT - *Circulation Supervisor*

JUNE 2017 - PRESENT

- Hire, train, schedule, and supervise circulation staff of 20
- Develop and maintain the adult fiction collection
- Choose titles for Overdrive Advantage, including monthly Cost per Circ selections
- Assist patrons with digital access for Libby, Hoopla, Kanopy, Mango Languages
- Provide readers' advisory through one-on-one conversations, printed flyers, bookmarks, and shelf talkers, displays, and videos
- Use social media to promote library collections and resources
- Track circulation statistics and trends
- Participate in community outreach to promote the library
- Member of website redesign committee, working with the developers to create a new design and the pages for Children and Readers
- Developed initiatives to increase circulation including
 - 2019 and 2020 Year of Reading Challenges
 - 2021 Adult Summer Reading
 - Lucky Day express collection
 - Movie Marathon boxes
 - Grab and Go themed book bags
- Developed and implemented plans for continuity of library services during the pandemic including
 - Procedures for the safe return of library materials
 - Online applications for library cards
 - Book lists and staff picks featuring electronic material
 - Contactless delivery of library material through Curbside Pickup
 - The Library on the Patio, a staffed outdoor browsing and borrowing area
 - Book Match, a form-based readers' advisory service
 - Words on Wheels, a delivery service for homebound patrons
 - Created artwork, logos, and promotional materials for these services

Edith Wheeler Memorial Library, Monroe CT - *Reference Librarian*

FEBRUARY 2015 - JUNE 2017

- Provided reference and readers' advisory services
- Created print flyers and electronic publicity for library programs
- Maintained the teen page of the library website

- Compiled monthly statistics to track the use of the library homepage, catalog, databases, and electronic media

Cyrenius H. Booth Library, Newtown CT - Reference Librarian

AUGUST 2014 - JUNE 2017

- Provided reference services including computer and technology support, readers' advisory, research assistance

Graphic Designer - Self Employed

APRIL 1987 - JANUARY 2012

- Involved in all aspects of the design business including consultation with clients, layout and construction of packaging concepts, and oversight of printing process

EDUCATION

Southern Connecticut State University, New Haven CT

Master of Library Science AUGUST 2014

- Concentration in Public Libraries, special graduation project focused on the presentation of Whole Collection Readers' Advisory on public library websites

University of Bridgeport, Bridgeport CT

Bachelor of Fine Arts- Graphic Design MAY 1987

PROFESSIONAL DEVELOPMENT

LGBTQ 101

Virtual staff training provided by Triangle Community Center JUNE 2021

Race: The Power of an Illusion

Virtual staff training APRIL/MAY 2021

Connecticut Library Association Conference

Remote viewing of select sessions MAY 2021

Public Library Association Conference

Remote viewing of select sessions FEBRUARY 2020

Evaluating, Auditing, and Diversifying Your Collections

Library Journal online course MAY 2019