

Library Director search: Elting Memorial Library, New Paltz, NY

Elting Memorial Library is an association library located in the heart of the Village of New Paltz, New York. It serves the Town and Village of New Paltz (combined population of 14,000) and is a member of the Mid-Hudson Library System. Encompassing a historic stone building and three extensions completed in 1962, 1978 and 2006, the Library celebrated its centennial at 93 Main Street in 2020. Its Haviland-Heidgerd Historical Collection is recognized as one of the best repositories of local history and genealogy in the Hudson Valley, visited by researchers from around the world.

The Library employs 17 staff members including four full-time positions: the Director, the Children's Librarian, the Historic Collections Coordinator, and the Circulation / Operations Manager. The annual operating budget is approximately \$670,000.

New Paltz was founded in 1678 by French Huguenots fleeing religious persecution. Many stone houses built by settlers in the early eighteenth century are still standing on land that was deeded by the Esopus peoples. Today, New Paltz is a progressive community situated between the Hudson River and the Shawangunk Mountains, which are a world-renowned rock climbing destination. The State University of New York at New Paltz is within walking distance of the Library.

Duties and Responsibilities

- Recruit and oversee staff to carry out the mission, vision, and values of the library
- Create and administer an operational budget and participate in fundraising activities including grant writing, donor relations, and other strategic funding initiatives
- Oversee the development of programs and services
- Oversee the maintenance of the library physical plant, including historic facilities
- Exercise strong, cooperative leadership and communication with a diverse range of stakeholders including the staff, community organizations, volunteers, and Board of Trustees
- Provide leadership in the use of technology for library operations, programs, and services
- Be the face of the library in the community and proactively engage in advocacy for the mission, vision, and values of the library

For a complete list of duties see the job description online: eltinglibrary.org

Qualifications

- MLS from an ALA-accredited institution
- New York State Public Librarian Certification
- A minimum of three years senior-level leadership or administrative experience in the operation of a library
- Demonstrated experience with public library operations preferred
- A thorough knowledge of current trends, technologies, and best practices in public libraries
- Commitment to professional development as demonstrated by participating in continuing education opportunities

Desired Personal Attributes

- Resourcefulness, enthusiasm, and flexibility, with the ability to motivate others
- Strong commitment to ensuring equal access to resources, tools, information, and programming in a diverse community
- Excellent interpersonal skills valuing diversity, empathetic listening, conflict resolution, positivity, and collaborative problem-solving
- Ability to communicate effectively in different modalities and settings
- Ability to make connections to local business, government, and community leaders
- Ability to envision, articulate, and realize a future for the library consistent with its mission, vision, and values statements (available on Elting website)

Salary and Benefits

Full-time position

Range 55,000-65,000

Salary comparable to similar libraries and commensurate with experience

Health insurance and retirement

Two weeks of vacation

Personal days and sick days

Anticipated start date is mid-March 2021

How to Apply

Submit a cover letter, resume, and at least five references with contact information. References must include supervisors and colleagues.

Send to Robert Miller, Chair, Elting Search Committee
Elting Memorial Library

93 Main Street
New Paltz, NY 12561

or email to
millerr@newpaltz.edu

Applications received by January 18, 2021, will receive priority. Applications will be accepted until the position is filled.

Library Operations During the Coronavirus Pandemic

The Library is currently open with curbside service and restricted access. Employees are working in the building but worked remotely during the lock-down to provide as many library services as possible. The Director, with the support of the Board, is responsible for enforcing safety protocols mandated by the State of New York, the Mid-Hudson Library System and local health officials.

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Job advertisement completed December 1, 2020.