Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

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MEMORANDUM

DATE: February 11, 2016

TO: Board Members

SUBJECT: Appointment Library Trustee

This memo is to request the Board's approval of my appointment of Amy Hampe as a Library Trustee with a term expiration date of 1/31/2019.

Adam Chapdelaine
Town Manager

November 22, 2015

Mr. Adam Chapdelaine
Town Manager
730 Massachusetts Avenue
Arlington, MA 02476

Dear Mr. Chapdelaine,

My name is Amy Hampe and it is with great enthusiasm that I submit my letter of interest for the Library Board of Trustees. I am a life-long patron of and advocate for libraries, and one of the very first things I did when I moved to Arlington over six years ago was to get my library card. As a Friend and donor, I am a dedicated supporter of the Arlington library system, and have used many of its resources for my family and myself.

I believe deeply that libraries play a critical role in our community, and would welcome the opportunity to use my skills, energy, and passion to help the Board establish policies for Arlington's libraries, advocate for excellent library services, serve community needs for library services, and administer the library Trust Funds.

I have developed a wide range of skills through my varied professional and personal experiences, and believe my unique background would be an excellent match for the Board, including:

- Over 15 years of experience working in the for-profit and nonprofit sectors
- Dedicated to community service; served as a board member for the Boys & Girls Clubs of Middlesex County and have been leading projects with Boston Cares for 10+ years
- Motivated by collaboration and building relationships with internal and external partners of all levels
- Strong writing, editing, and proofreading skills honed through diverse marketing roles
- Excellent verbal communication, along with presentation and facilitation skills
- Exceptionally detail-oriented, organized, and proactive, with a customer-service mindset
- Outstanding research skills, and a history of quickly learning new business models and technology platforms, including social media and Salesforce
- Fiscally responsible; successfully managed budgets from $20,000 to over $2 million
- Using measurement to improve outcomes; drove a total increase of 32% in the number of applications started over two recruitment seasons at Teach For America
- Extensive training focused on diversity, equity, and inclusiveness
- A can-do attitude and a commitment to learning and continuously improving

Thank you for your time and consideration, and I look forward to learning more about your vision for the future of the Board and the role of the Trustees. I can be reached at 617-823-8442 or amy.hampe@gmail.com for any follow-up questions regarding my application.

Kind regards,
Amy Hampe

February 11, 2016

Amy Hampe
63 Coolidge Road
Arlington, MA 02476

Re: Appointment: Board of Library Trustees

Dear Ms. Hampe:

As a matter of the standard appointment procedure, the Board of Selectmen requests that you attend a meeting of the Board of Selectmen at Town Hall, Selectmen's Chambers, 2nd Floor, 730 Massachusetts Avenue, on Monday, February 22nd at 7:15 p.m.

It is a requirement of the Board of Selectmen that you be present at this meeting. Your presence will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Please contact this office to confirm the date and time with either Mary Ann or Fran at the above number.

Thank you.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka
Board Administrator

MAK:fr