



Town of Arlington  
Office of the Town Manager

Sanford Pooler  
Town Manager

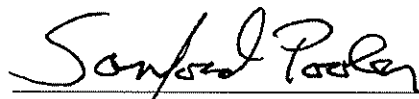
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MEMORANDUM

TO: Board Members

SUBJECT: Appointment to the Library Board of Trustees

This memo is to request the Board's approval of my appointment of Rebecca Gruber, Arlington, MA, as a member on the Library Board of Trustees, with a term expiration date of 06/30/2026.

  
Town Manager

# Rebecca G. Gruber

## **TOWN OF ARLINGTON - VOLUNTEER EXPERIENCE:**

- *Town Meeting Member, 2021 - present*
- *Chair of the Envision Arlington Diversity Task Group May, 2021 - June, 2023 (end of term)*
- *Town Meeting Procedures Committee member, 2023 - present*
- *MBTA Communities Working Group member, - present*
- *Affordable Housing Trust Fund Community Outreach Committee Chair, - present*

The list above is the most notable of my volunteer experiences. To better understand the diverse activities of our Town, I also attend various boards, committees, and commission meetings—including meetings of the Disability Commission (for whom I participate in their Outreach working group), the Arlington Human Rights Commission (for whom I participate in their Events working group), the Robbins Library Board of Trustees, the Select Board, the Redevelopment Board, and the Zoning Board of Appeals. The focus of all my volunteer work in Arlington is to help our community be one in which everyone feels welcome and included, and for information and communication about Arlington's Town Government to be easily accessible and shared.

## **WORK EXPERIENCE:**

*Excel Academy Charter Schools, East Boston, Massachusetts, September, 2011 - June, 2022*  
*retired*

### **Network DEAR Librarian**

- Created and evolved the Network DEAR Librarian role with responsibility for three middle schools and a high school, supporting the students and faculty at all schools.
- Responsibilities include: researching and selecting library books, purchasing and processing book orders, cataloging and distributing books, budgeting and tracking expenditures, identifying and creating Library communications, assessing and procuring IT solutions for the Library.

*Diamond Middle School, Lexington, Massachusetts, September, 2003 - May, 2011*  
**8th Grade English Language Arts Teacher**

*Simmons College, Boston, Massachusetts, July, 2000*

Taught modules on adult learning and group dynamics in the M.S.E.d/CA.G.S. in Educational Leadership program.

*Computer Science Corporation, Waltham, Massachusetts, 1994-2000*

### **Principal**

Designed and implemented curricula in project management, strategic planning, and negotiations. Senior team member on the project to develop an enterprise-wide knowledge management system, coordinating European, Australian and U.S. divisions. Facilitated senior management meetings.

*DMR Group, Inc., Waltham, Massachusetts, 1987-1994*

### **Principal**

Tailored and delivered training programs on information system development, project management, facilitation, communication, and team-building.

***American Management Systems, Arlington, Virginia, 1984-2007***

**Senior Consultant**

Developed methods for the development of client application systems.

***Strategic Planning Associates, Washington, D.C., 1983-1984***

Designed and implemented decision support systems.

**ACADEMIC BACKGROUND:**

**Simmons College, Boston, Massachusetts**

Master of Arts in Teaching, May 2002, Middle School English Language Arts (G.P.A.: 4.0)

*Awarded the Lydia Averhill Hurd-Smith Award for Outstanding Student Teaching*

**School of Management, Boston University, Boston, Massachusetts**

Master in Business Administration, May 1991 (graduated with honors, G.P.A.: 3.68)

**Wharton School, University of Pennsylvania, Philadelphia, Pennsylvania**

Bachelor of Science in Economics, December 1982

OFFICE OF THE SELECT BOARD

ERIC D. HELMUTH, CHAIR  
JOHN V. HURD, VICE CHAIR  
DIANE M. MAHON  
STEPHEN W. DECOURCEY  
LENARD T. DIGGINS

730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX



TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

August 8, 2023

Rebecca Gruber  
Arlington, MA 02474

Re: Appointment: Library Board of Trustees

Dear Rebecca:

As a matter of the standard appointment procedure, the Select Board requests that you attend the Select Board meeting conducted by hybrid format, on Monday, August 14, 2023, at 7:15 p.m.

It is a requirement of the Select Board that you join this hybrid meeting. This will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

You may attend the meeting in-person or virtually. The meeting will take place in the Select Board Chambers. The link to the meeting and other information will be available at the bottom of the Select Board Agenda as well as on the Town Calendar when the meeting is posted on Thursday, August 10 at 7:00 p.m.

Please contact this office by e-mail, [bmallard@town.arlington.ma.us](mailto:bmallard@town.arlington.ma.us), if you have any questions.

Thank you.

Very truly yours,  
SELECT BOARD

A handwritten signature in cursive script that reads "Ashley Maher".

Ashley Maher  
Board Administrator