

CARLA M. LILLVIK

Somerville, MA 02144

EDUCATION

- Simmons Graduate School of Library and Information Science** Boston, MA
Master of Science | Library and Information Science, 2002
- Harvard Graduate School of Education** Cambridge, MA
Master of Education | Teaching and Curriculum, 1988
- The University of North Carolina – Chapel Hill** Chapel Hill, NC
Bachelor of Arts | English and Religion, 1983

LIBRARY EXPERIENCE

Monroe C. Gutman Library, Harvard Graduate School of Education

- Special Collections & Research Librarian* 2019-present
- Lead the Gutman Library Special Collections Team (GLSC)
 - Develop annual and long-range goals for GLSC
 - Strategize collection purchases, curate donations and acquisitions, and manage GLSC budget
 - Support integration of GLSC items into the HGSE curriculum
- Research and Distance Services Librarian* 2002-2019
- Design, conduct, and assess library instruction sessions, workshops, and presentations
 - Analyze research needs and conduct in-person and virtual in-depth research consultations
 - Provide in-person and virtual reference services
 - Lead and direct library's distance services, including reference, research instruction, and document delivery
- Interlibrary Loan and Document Delivery Assistant* 1996-2002
- Managed interlibrary loan and faculty document delivery service
 - Researched, developed, and implemented policies, procedures, and technological improvements
 - Hired, trained and supervised student assistants to perform day-to-day clerical tasks
- Monographs Cataloging Assistant* 1991-1996
- Generated full-level bibliographic records with subject analysis and classification for monographs, including Harvard Graduate School of Education dissertations and qualifying papers

Francis A. Countway Library of Medicine

Cataloging Assistant

1990-1991

- Cataloged monographs using National Library of Medicine and OCLC member libraries' contributed copy

SECONDARY TEACHING EXPERIENCE

Mount Saint Joseph Academy, Brighton, MA

1989-1990

English Teacher

Saint Columbkille High School, Brighton MA

1985-1987

English and Social Justice Teacher

SELECTED COMMUNITY SERVICE

Board of the Friends of the Somerville Public Library

Secretary

ESL Program, Somerville Public Library

Tutor

Somerville Public Schools

Afterschool Tutor

Morning Reading Enrichment Tutor

Welcome Project/SPS ESL Tutor

From: Carla Lillvik
Sent: Sunday, February 9, 2020 1:00 PM
To: Mayor <Mayor2@somervillema.gov>
Subject: Interest in Library Board of Trustees opening

The Honorable Joseph A. Curtatone
Mayor of Somerville
City Hall
93 Highland Avenue
Somerville, MA 02143

Dear Mayor Curtatone:

I've learned that there are two openings on the Library Board of Trustees and am writing to express my interest in serving on the Board. As a resident who adopted Somerville as my home and the place to raise my daughter 23 years ago, I have a deep commitment to the work the Library does to bring resources to and develop a sense of community among Somerville residents. Public libraries are a communal space open and available to all, a significant need in a time when the divide between those who have and those who do not grows wider. I value your outspoken advocacy for the most vulnerable in our community.

Over the years, I have served on the board of the Friends of the Library, raising and making decisions about allocating funds for library programs; as a founding tutor in the Library's ESL program; and as a participant with my family in Library programs, including book clubs and community events. We feel like our daughter, now a doctoral student, was raised at the Library!

I've shared my interest with Cathy Piantigini, Director of Libraries, and Kate Van Sleet, President of the Board and attended a Board meeting in December. I welcome the opportunity to work with the Board as they implement the new strategic plan and continue to make the library a vibrant place for the City. Cathy and Kate encouraged me to write to you with my interest.

I've attached my resume outlining the work I've done in academic libraries. I'm excited to bring that experience and my dedication to the Library to the Board of Trustees. Please let me know if you need additional information or have questions for me. Thank you for your consideration, and I look forward to hearing from you.

Warm regards,
Carla Lillvik