

The Upton Town Library
Board of Trustees
Memorial School Library
January 3, 2011
Minutes

The Upton Town Library Board of Trustees' regular monthly meeting was called to order at 7:08 p.m. Those in attendance were Erin Alcott, Matthew Bachtold, Judith Katz, Katie Kelley, John Minnucci, John Robertson, Jr.

A motion "to accept the agenda as amended" was seconded and approved unanimously. The amendments were the addition of two issues: the Conflict of Interest law and the Photo copy policy as it relates to non- profits.

A motion "to accept the Secretary's minutes from November 1, 2010, as amended" was seconded and approved unanimously. The amended phase is #5, last sentence. Delete the word "total".

A motion "to accept the Treasurer's Report as written," was seconded and approved.

The Budget Preparation for FY 2012 was discussed. The Personnel Board is recommending a 4% raise. This would reflect the deferred 2010 raise and the new 2012 raise. The town manager thinks the raise should be 4 1/2%. This issue is still subject to change. There was a discussion about employees whose salary exceeds the limit of their grade, as is the case with one of the library staff. Matthew is recommending a 2% raise for this person. There are 11 other town employees in the same position. The Trustees support the 2% raise unless the other 11 employees are asked to take no raise. In that case, we would follow suite.

The Personnel Board has submitted their budget recommendations based on their appropriations. Matthew's proposed budget is less that what they have submitted. Matthew will meet with the Personnel Board on January 12, 2011 to discuss this issue.

Matthew proposed that a Special Article be submitted for the Town Meeting requesting \$3400 to purchase 6 E readers and the content for the E readers. If the town votes it down, then the Board can decide if that is an indication that people don't want to go in this direction or that the Board would find other funding.

Staff Reviews. John and George reviewed Matthew's performance over the year. Any issues/concerns raised by the Trustees were addressed. Matthew's work as Library Director is greatly appreciated.

Annual Town Report. John, as Chairperson, wrote the report for the Trustees. Some minor suggestions were made and John will revise sections of the report. The Trustees voted to approve the report.

Matthew submitted his Annual Report for review. If the Trustees have any comments, they can be emailed to Matthew.

BYKI, the foreign language program is up and running. Matthew will promote this program in the next weeks.

Staff Issues: computer workstation for staff.

The town has appropriated funds for a new server where town departments would share files and emails. Matthew would like the library to participate in this service. But because of regulations with CWMars, a separate computer, not connected with CWMars, is recommended, which would allow the library to be connected to the town server. Because of space, Matthew is suggesting a laptop that would be for town server use only and that would be purchased in this fiscal year.

Friends of the Library. John suggested to the Friends that they come up with their own slate of officers.

Photo copy Policy. A patron asked if the copying could be free/or discounted to non profits. The Board voted not to provide this service free or discounted to non-profits. As it is now, this service offered does not make money for the library.

A motion to adjourn the meeting was made at 8:40 p.m.

The next meeting of the Upton Library Board of Trustees will take place on February 7, 2011 at 7:00 p.m. at the Memorial Elementary School in Upton.

Respectfully submitted,

Katie Kelley
For the Secretary
Upton Town Library Board of Trustees.