

Upton Town Library Board of Trustees
Memorial School Teachers' Room
October 1, 2012
Minutes

The Upton Town Library Board of Trustees' regular monthly meeting was called to order at 7:05 p.m. Those in attendance were: Matthew Bachtold, Charlotte Carr, Judith Katz, Katie Kelley, John Minnucci, John Robertson, Jr., Linda White and Laurie Wodin.

A motion to "accept the agenda as amended" was seconded and passed unanimously.

A motion to "accept the secretary's minutes from September 10, 2012, as printed," was seconded and passed unanimously.

A motion to "accept the Treasurer's Report as printed" was seconded and passed unanimously.

It was reported that a patron had made a generous donation to the library. A thank you letter will be written.

A discussion was held regarding the payment of invoices that have a short turn-around time. The Trustees agreed to sign the affected vouchers ahead of time in order to avoid the late fees that have been incurred by late payments. Matthew will then submit the bill.

A discussion was held regarding the Library renovations. Matthew has been in contact with Susan Barba, a design consultant. A subcommittee consisting of Linda, Judith, Charlotte and Katie will meet for an informational meeting with Susan Barba.

A discussion took place regarding circulation procedures currently in effect. A motion was made to "accept the circulation services procedures, as amended." This motion passed by a majority.

John Robertson signed the State Certification Application.

It was reported that Eileen Rakitin, Circulation Clerk, has resigned. The Trustees accepted her resignation, with regret.

A motion was made to "authorize Matthew to find a replacement for Eileen Rakitin." This motion was seconded, and passed unanimously.

The staff review protocol was discussed.

Budget priorities for 2014 should be read in order to discuss at November's meeting.

A motion "to adjourn" was made at 9:00 p.m. This motion was seconded, and passed unanimously.

The next meeting of the Trustees of the Upton Town Library will be held on Monday, November 5, 2012, at 7:00 p.m. at Memorial School.

Respectfully submitted,

Charlotte Carr, Secretary
Upton Town Library Board of Trustees