

Upton Town Library Board of Trustees
Memorial School Teachers' Room
December 3, 2012
Minutes

The Upton Town Library Board of Trustees' regular monthly meeting was called to order at 7:06 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 November 5, 2012, as written" was seconded and passed unanimously.

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

Matthew presented the proposed library budget for FY '14. He has recommended a reorganization of the staff, including the possibility of creating a new position of library page.

A motion "to have Matthew further investigate the reorganization of the library as printed in the budget statement of December 3, 2012" was seconded and passed unanimously.

A motion "to authorize Matthew to proceed with the budget, dated December 3, 2012, in its entirety," was seconded and passed unanimously.

There will be a meeting of the Library Improvement Committee on December 12 at 6:15 p.m. A discussion ensued about how the improvements will be funded. The Friends of the Upton Town Library will be contacted regarding their possible involvement in fundraising for the improvement effort. The Board agreed that it would be ideal for up to one half of the funding to be obtained privately. An article for public funding is due in mid- January, for inclusion on the Town Meeting warrant. The Board will meet and discuss the wording and content of the warrant article in early January. Matthew will speak with Diane Dunster regarding the possibility of the involvement of the Friends in fundraising.

A discussion was held regarding fines for overdue books. It was decided that the policy for lost or damaged items will remain the same. The Board will continue its discussion on overdue fines at their January meeting.

A report was given and a recommendation was made for the position of circulation clerk. The number one candidate, recommended by the Personnel Sub-committee, was Jeffrey Hartman.

A motion was made "to offer Jeffrey Hartman the position of Circulation Clerk, contingent on a CORI check and a physical exam. His start date will be before January 1st, 2013. He will be offered \$12.73 per hour." This motion was seconded and passed unanimously.

If Jeffery Hartman declines the offer, a motion was made, “to offer the position of Circulation Clerk to the number two, and then the number three candidates in the following order: Lee Ann Murphy, and Diane Croft.” This motion was seconded, and passed unanimously.

A motion was made “to accept the calendar dates as amended.” This motion was seconded and passed unanimously.

The Annual Report of the Library to the Town of Upton is due on January 7th. John Robertson will be the official author of this document.

A motion was made, “to support Matthew’s decision to sign that he has received the Town of Upton’s new electronic media policy, but to not sign that he agrees to abide by the policy.” This motion was seconded, and passed unanimously. Matthew will explain his position to Blythe Robinson, the town manager.

Matthew must complete reviews of library staff by December 31st.

A discussion was held regarding the Director’s objects from 2012. The following were discussed:

- To plan the re-design of the library
- To unify promotional message for all activities
- To purchase eBooks and electronic devices
- To rotate materials between the active collection and storage

The Trustees were asked to suggest objectives for the Director’s future performance. Matthew and John will discuss issues such as implementing library improvements and expanding the variety of library programs.

A motion “to adjourn at 9:14 p.m.” was seconded and passed unanimously.

The next meeting of the Upton Town Library Board of Trustees will be held on Monday, January 7, 2013, at 7:00 p.m. at the Memorial School.

Respectfully submitted,

Charlotte Carr, Secretary
Upton Town Library Board of Trustees