

Upton Town Library Board of Trustees
Memorial School Teachers' Room
January 7, 2013
Minutes

The Upton Town Library Board of Trustees' regular monthly meeting was called to order at 7:03 p.m. Those in attendance were: Erin Alcott, Matthew Bachtold, Charlotte Carr, Judith Katz, Katie Kelley, John Minnucci and John Robertson, Jr.

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

A motion to "accept the Secretary's minutes from December 3, 2012, as amended" 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 changes for FY '14. He presented a reorganization of the staff, including the modified job descriptions for library page, circulation clerk and circulation specialist. These proposed changes will go into effect on July 1, 2013.

A motion "to accept the modified job descriptions of library page, circulation clerk and circulation specialist, as presented by Matthew, to take effect in FY '14" was seconded and passed unanimously.

A motion "to increase the Upton Library's operating hours to forty-three, by increasing Saturday's hours by three" was seconded and passed unanimously.

A motion "to authorize Matthew to submit the Library's operating budget, dated 1/7/13, to the Upton Finance Committee," was seconded and passed unanimously.

A motion "to authorize Matthew to submit a special article to the FinCom for the cost of the Library Improvement Project," was seconded and passed unanimously.

The Trustees will discuss the funding plan for the library improvements during February's Trustees' meeting.

A motion "to submit the Annual Report of the Trustees to the Town, authored by John Robertson," was seconded and passed unanimously.

It was reported that the Biennial ethics test required of all elected town officials, is due by April 5th.

Matthew reported that the Staff Reviews have been completed and submitted to the Town Manager.

Matthew will research the cost of a flat screen TV for the library.

The discussion regarding fines for overdue books will be carried over until the February Trustees' meeting.

A motion "to adjourn at 8:55" was seconded and passed unanimously.

The next meeting of the Upton Town Library Board of Trustees will be held on Monday, February 4, 2013, at the Memorial School.

Respectfully submitted,

Charlotte Carr, Secretary
Upton Town Library Board of Trustees

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