

Upton Town Library Board of Trustees
Memorial School Teachers' Room
April 1, 2013
Minutes

The Upton Town Library Board of Trustees' regular monthly meeting was called to order at 7:04 p.m. Those in attendance were: Matthew Bachtold, Charlotte Carr, Judith Katz, Katie Kelley, John Minnucci, John Robertson, Jr. Linda White and Laurie Wodin. Fran Gustman also attended.

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

A motion to "accept the Secretary's minutes from March 4, 2013, as written" was seconded and passed unanimously.

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

The budget for the FY2014 was discussed. The longevity payment for Matthew will be included in the Personnel Board's budget. There will be a special article for the library's revolving fund (#7c) at the May 9th Town Meeting. There will also be a special Article (#30) for the Library Renovation Project.

The Library Improvement Project was discussed. It appears that the strong odor is emanating from the children's section, more specifically the carpet pad in that area. The action plan is as follows: (1) Blackstone valley will continue to investigate the problem and fix the moisture problem in the basement by the dehumidifying. (2) It was decided that the Board should contact GZA to redefine the contract and limit investigation to the children's area in order to decrease the price. (3) We will continue to work with FinCom to get approval for the \$60,000 improvement project.

The Board discussed ways in which to honor George Klink for his many years of service to the Library. A magazine subscription to "Military History" will be given to him. In addition, we will send him a letter that we will all sign, along with a book for the library with a nameplate dedicating it to him. A plaque will also be designed for George.

A motion "to authorize Matthew to begin the hiring process for the circulation clerk and library page as soon as the money is voted on May 9th at the Annual Town Meeting," was seconded and passed unanimously.

The Board discussed the timeline for the library improvement project. Matthew would like to put together the RFP for the design and project manager so that it is ready immediately following the May 9th meeting if funding is approved.

A motion "to adjourn the meeting at 8:49 p.m." was seconded and passed unanimously.

The next meeting of the Upton Town Library Board of Trustees will be held on Monday, May 13, 2013, at 7:00 p.m. at the Memorial School.

Respectfully submitted,

Charlotte Carr, Secretary
Upton Town Library Board of Trustees

DRAFT