

Upton Town Library Board of Trustees
Memorial School Teachers' Room
May 13, 2013
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, Erin Alcott, Charlotte Carr, Fran Gustman, Judith Katz, John Minnucci, John Robertson, Jr. and Laurie Wodin.

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

The annual election of Library Board officers was held. The results, all voted unanimously, are as follows:

Chairman	John Robertson, Jr.
Vice-Chairman	Judith Katz
Treasurer	Katie Kelley
Secretary	Charlotte Carr

It was decided appoint committee members as necessary. Personnel Sub-Committee members will be appointed at the June meeting,

A motion to "accept the Secretary's minutes from April 1, 2013, as written" was seconded and passed unanimously.

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

It was reported that the Library's FY '14 budget was passed with all recommendations at the annual Upton Town Meeting.

Three firms responded to the Library's Mold Inspection RFP. Both Matthew and John recommended Gordon Mycology, with a bid of \$1850.

A motion "to authorize Matthew to use funds from the Good Fortune Account for mold inspection of the Upton Library, conducted by Gordon Mycology Laboratories for a cost of \$1850" was seconded and approved unanimously.

A motion "to authorize Matthew to search for a project manager for the Library Improvement Project" was seconded and passed unanimously.

Matthew will talk to the Town Manger about the search, and will contact Trustees if he needs help.

The Director's Annual Contract was discussed. There has been a slight change to the language regarding the Personnel Board. Matthew and John will meet to finalize the details of the contract.

The process for hiring new Library employees was discussed. Interviews should take place during the first week in June by the Director and the Personnel Sub-Committee. It is anticipated that the new employees will begin working on July 1, 2013.

The interview committee for the new Circulation Clerk should consist of the Director and two or three trustees.

The interview committee for the new Library Page should consist of Matthew and perhaps one trustee.

A motion "to authorize Matthew to spend up to \$750 from the MEG fund for a Television and Blue Ray DVD player for the library," was seconded and passed unanimously.

It was brought to the Board's attention that the "No Parking" rule along the Route 140 (state highway) side of the library will be strictly enforced.

It was noted that the Friends of the Library will sponsor Garden Day on Saturday, May 18th. There will be a raffle. Tickets are \$5.00 for three tickets, and \$10.00 for ten tickets.

A "motion to adjourn at 8:47 p.m." was seconded and passed unanimously.

The next meeting of the Upton Town Library Board of Trustees will take place on Monday, June 3, 2013 at 7:00 p.m. at the Memorial School.

Respectfully submitted,

Charlotte Carr, Secretary
Upton Town Library Board of Trustees