

Upton Town Library Board of Trustees  
Memorial School Teachers' Room  
June 24, 2013  
Minutes

The Upton Town Library Board of Trustees' special meeting was called to order at 7:05 p.m. Those in attendance were: Matthew Bachtold, Fran Gustman, Judith Katz, John Minnucci, Linda White, and John Robertson, Jr.

Chairman Robertson proposed the addition of an item be added to the agenda under B., Trustee Issues, 1. Library Improvements, entitled, "2. New Construction". A motion to approve the Agenda with this amendment was seconded and approved unanimously.

The Vouchers were circulated and signed. Financial issues were reported by the Library Director regarding final fiscal expenditures from the checking account, trust fund, and state aid. There will be an additional group of vouchers to sign at our July 1 regular Trustees' Meeting.

Next, Trustees' Issues, Library Improvements, were discussed. A report summarizing the results of mold tests/inspection is being prepared by Deb Gordon. It is hoped it will be available for our July 1 Trustees' Meeting. Unfortunately, the inspector has had an accident and may give the preliminary substance of the results via telephone while she is convalescing.

Chairman Robertson informed the Trustees that a Grant Letter has been received from the Massachusetts Library Commissioners regarding a new construction planning round. A portion of our costs would be given in the Grant and the Town would need to vote on its portion of the cost. Discussion ensued regarding the possibilities of existing sites. This would be the first step if we wanted to pursue being placed on the list for a new library in the year 2020.

Staff Issues and new hires were next discussed. Thirty-two applications had been received for the position of Circulation Clerk. Four candidates were chosen via the Personnel Board and the Board of Trustees' to be invited to the interview process. All applicants were strong. Two top candidates were chosen.

A motion was made to make a job offer to the top candidate, Lee Ann Murphy, for the position of Circulation Clerk to commence on July 1, 2013, at the pay rate of \$13.11 per hour, providing references are favorable and contingent on a CORI check as well as a positive physical examination. In the event, Ms. Murphy should decline our offer of employment or be unable to accept, the same offer and stipulations shall be given to our second-ranking interview candidate, Janine Jordison. This motion was seconded and unanimously approved.

Discussion regarding the hire of library page ensued. Three candidates were

interviewed. It was felt by the Library Director that two hires for nine hours each weekly for the duration of the summer would be best advised given the summer work load. The candidates chosen were Bethany Lacquidara and Jacob Knox. These candidates must pass a CORI check, references to be checked.

A motion was made to offer seasonal library page positions to both Jacob Knox and Bethany Lacquidara starting on or about July 1, 2013, at a pay rate of \$9 per hour with a regular schedule of eight hours each per week. Job offers are contingent upon a positive physical examination and a CORI check. This motion was seconded and approved unanimously.

A motion "to adjourn at 8:22 p.m." was seconded and passed unanimously.

The next meeting of the Upton Town Library Board of Trustees will be held on Monday, July 1, 2013, at Memorial School.

Respectfully submitted,

(Linda D. White) for  
Charlotte Carr, Secretary  
Upton Town Library Board of Trustees