

Upton Town Library Board of Trustees
Memorial School Teachers' Room
October 6, 2014
Minutes

The Upton Town Library Board of Trustees' regular monthly meeting was called to order at 7:03 p.m. Those in attendance were: Matthew Bachtold, Charlotte Carr, Fran Gustman, Katie Kelley, Judith Katz, Joe McMahon, John Minnucci, John Robertson, Jr., and Laurie Wodin. Michelle Goodwin was also present.

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

A motion to "accept the Secretary's minutes from September 8, 2014 as amended" was seconded and passed unanimously.

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

A discussion regarding Library Improvements was held:

The circulation desk will be ready in four to five weeks.

A resident has offered to pay for the circulation desk through a donation to The Friends of the Library.

Where will money come from to install bushes around the foundation of the Library?

Neither the Director nor the Trustees have heard back from the Selectmen regarding the availability and use of the Board of Health Office.

Clarification is needed for who will maintain the BOH space. The board that will have authority to appropriate funds to use and modify the space needs to be determined.

The Design Selection Committee recommended Mary Braney as the Library Consultant for the proposed Upton Town Library. Godfrey Associates was the second recommendation.

A motion was made "to authorize Blythe Robinson and Matthew Bachtold to negotiate with Mary Braney to be the Library Consultant for up to \$8,000. If negotiations fail, authority is given to negotiate with the second candidate, Godfrey Associates. The Board authorizes Blythe to sign the contract with the Library Consultant." This motion was seconded and passed unanimously.

A motion was made "to approve the following slate of possible members of the Library Feasibility Committee: Michelle Goodwin, Kelly McElreath, Steve Rakitin, Fran Gustman, Linda Arthur, Alan Rosenfield and William Taylor." This motion was seconded, and passed unanimously.

Matthew will coordinate the first meeting of the Feasibility Committee. The meeting will be held between October 6 and November 3. Matthew will send an official letter to each person on the Committee, as well as contact each of them by phone.

Matthew will work on the letter to the Department Heads regarding the library site selection, and will send it out by email before the next Trustees' meeting.

A motion was made "to authorize Matthew to edit the draft copy of the letter and give provisional approval to send out to department heads." This motion was seconded and passed unanimously.

A motion was made "to accept the holiday schedule as proposed by Matthew." This motion was seconded and passed unanimously.

John Robertson, Jr. will sign and send the financial form necessary for library re-certification.

Judith and Fran volunteered to brainstorm with Matthew regarding the Annual Action Plan update.

The next Trustees' meeting will take place on November 3, 2014 at 7:00 p.m.* at the Upton Town Hall.

A motion to adjourn took place at 9:23 p.m.

Respectfully submitted,

Charlotte Carr, Secretary
Upton Town Library Board of Trustees

*Prior to the regularly scheduled meeting, the Trustees will meet with the Board of Selectmen at 6:30 p.m. to discuss the possibility of combining a senior center with the proposed library.