

Upton Town Library Board of Trustees
Memorial School Teachers' Room
November 3, 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, Judith Katz, 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 October 6, 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 following points were highlighted:

The circulation desk has been installed. A letter of appreciation will be sent to Bill Andrews for his work.

The DPW will plant around the foundation. \$1000 has been appropriated for this project as part of the maintenance of the Knowlton-Risteen Building.

It has been confirmed that the former Board of Health Space will become part of the Library. It has to be cleaned out. The Historical Commission's Room has also become available. Students from BVT will paint, etc.

There has been progress on the Needs Assessment and Building Program. Mary Braney is already working on surveys, etc. The Board will have a meeting with Mary on December 2 between 6 and 7. At that time, we will brainstorm and make a wish list for the new library.

The Feasibility Committee will put out an RFQ for an OPM by their January or February meeting. They are collecting a site list.

Matthew will attend a workshop on how to review employees.

Suggestions are needed for the annual Action Plan Update. Fran and Judith will schedule a meeting with Matthew before Thanksgiving.

The Director's Report was given.

The next Trustees' meeting will take place on December 1, 2014 at 6:30 p.m. at the Upton Town Hall.

A motion to adjourn took place at 8:24 p.m.

Respectfully submitted,

Charlotte Carr, Secretary
Upton Town Library Board of Trustees

DRAFT