

Upton Town Library Board of Trustees
Upton Town Hall, Second Floor
December 1, 2014
Minutes

The Upton Town Library Board of Trustees' regular monthly meeting was called to order at 6:28 p.m. Library Trustees in attendance were: Charlotte Carr, Fran Gustman, Judith Katz, Katie Kelley, Joe McMahon, John Minnucci, John Robertson, Jr., and Laurie Wodin. Others in attendance were: Matthew Bachtold, Library Director; Michelle Goodwin, Chair of the Library Feasibility Committee; Frank Aniello, Dave O'Brien, Jonathan Calianos and Ken Glowacki, members of the Capital Budget Committee; Michael Gleason, reporter from the Milford Daily News.

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

Mary Braney, Library Consultant, was introduced and gave a presentation on the Library Needs Assessment. She presented a rough draft of the building plan, which included the following tentative dates:

February 2015 - Public Hearing regarding Building Plan
April 2015 – Building Needs Assessment completed
Spring 2015 - Hiring of Architect
Summer 2015 - Begin Construction Grant application
January 2016 - Construction Grant applications due
July 2016 - Construction Grants awarded
Begin process for town approval for funding.

Matthew Bachtold, Library Director, gave a presentation on the future of libraries and their services.

Ken Glowacki, Chair of the Capital Budget Committee, posed the following questions:

Could there be a regionalized library?
Could the current building be rehabilitated?
Should all townspeople be surveyed, not just library patrons?
Are the requirements for libraries outdated?
Should the state look at the requirements (weight of books, for instance) and redefine the needs?

John Robertson, Jr., Chair of the Library Trustees, presented a detailed diagram, which included the library's timeline for the proposed new library, and the tasks ahead.

A discussion followed these presentations. Both practical suggestions (contact new libraries) as well as philosophical points of view (the library being a great equalizer in our society) were brought forth. Matthew also presented data regarding current usage of the library:

50% of Upton citizens have library cards
600 patrons per week visit the library
850 patrons currently have items checked out from the library.

The Action Plan for FY '16 was presented. A motion was made "to accept the AP for FY '16." This motion was seconded, and a discussion was held on the motion.

The following items were discussed: Interior door painting will need to be done, as well as the upgrading of the security system due to the addition of the Board of Health space.

Following the discussion, the motion was approved unanimously.

The Employee Annual Review was discussed. John will type up the review and include information from trustees and present it to Matthew.

Approval of the draft budget for FY '16 will take place at the next Trustees' meeting.

A motion "to accept the Secretary's minutes from November 3, 2014, as amended" was seconded and passed unanimously.

A motion "to accept that no minutes were recorded for the meeting on November 10th between the Library Trustees and the Selectmen due to lack of a quorum" was seconded and passed unanimously.

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

Matthew made a proposal for the two Board of Health rooms. For the second floor room, he is proposing a quiet study room. He would like to see the first floor become an expanded reading area.

Michelle Goodwin reported on work being done by the Feasibility Committee. The Committee will be voting on an OPM (Owners' Project Manager) on December 16th, and will present their candidate to the Trustees during the January Trustee meeting. Twelve potential sites for a new library have been investigated, and the list will be winnowed down. The Council on Aging has expressed an interest in partnering with the library in the building process.

A motion was made "to make a request by the Library Trustees to the Council on Aging for a proposal to partner with the Upton Library so the building proposal can move forward. This proposal is requested by February 2, 2015." This motion was seconded and passed unanimously.

John Robertson, Jr. will write the Annual Report of the Library Trustees for the Town Report.

Matthew will consider a magazine/book swap at the entrance of the library.

Matthew gave his monthly Director's Report.

The next meeting of the Upton Town Library Board of Trustees will be on Monday, January 5 at 7:00 p.m. at the Upton Town Hall.

A motion “to adjourn the meeting at 9:34 p.m.” was seconded, and passed unanimously.

Respectfully submitted,

Charlotte Carr, Secretary
Upton Town Library Board of Trustees

DRAFT