

Upton Town Library Board of Trustees
Upton Town Hall
March 2, 2015
Minutes

The Upton Town Library Board of Trustees' regular monthly meeting was called to order at 7:00 p.m. The meeting began as a joint meeting between the Library Trustees and the Upton Council on Aging. The 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; Blythe Robinson, Town Manager; Richard Provost, and Grace Wadsworth, Board members of the Upton Council on Aging; Janice Nowicki, COA Director.

The question, "Do we want to proceed with a joint venture building proposal?" was posed to both the Library Trustees and the Council on Aging after the meeting was called to order.

An overview of the COA, including the services provided and current and future needs, was presented by Janice Nowicki, COA Director.

Concerns were voiced and recommendations made following this presentation. It was decided, if the joint building venture proceeds, there would be two Feasibility Committees working in cooperation. There would be one committee for the library and one for the COA. If the project moves ahead, there would be one Construction Committee.

A voice poll was taken of the Library Trustees. All Trustees present, as well as the Library Director, voiced their approval to explore a joint building venture with the COA.

Concerns about the joint project included the possible larger price tag the combined project would bring, and the ability to obtain a favorable vote at Town Meeting.

John Robertson, Jr. presented a draft schedule for the project.

The joint meeting with the COA and the Upton Town Library Board of Trustees was adjourned at 8:00 p.m.

The Feasibility Committee reported that there were four submissions for the OPM for the proposed library project. Following recent presentations of the three top submissions to the Feasibility Committee, the top choice of the Committee was Vertex, the company that completed both the Town Hall Renovation and the Library improvements. The second company was Design Technology Inc. (DSI). References for both companies were excellent.

A motion was made "to authorize the Town Manager to negotiate a contract with Vertex for a flat fee not to exceed \$14,000 plus reimbursables. If negotiations fail, the Town Manager will negotiate with the second choice, DTI. The Town Manager has the authority to sign the contract."

An amendment to the motion was made. "Prior to the execution of the contract, the contract will be available for approval by the Library Trustees. This approval must take place within five days of the contract being sent out."

The motion, including the amendment, was approved unanimously.

Matthew Bachtold, Laurie Wodin, Alan Rosenfield, and Kelly McElreath met to compile a needs assessment for the new library. The result of this group's work was sent to Mary Braney. She translated the needs assessment into a building of 16,000 square feet. The work group will review preliminary numbers and Mary and Matthew will adjust numbers as necessary.

The Feasibility Committee will make final recommendations to the Trustees at the April 6th meeting.

The library will have an article regarding the revolving account on the annual town meeting warrant. It was also noted that the COA will have an article for \$10,000 for a Feasibility Study on the annual town meeting warrant.

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

A motion "to accept the Secretary's minutes from February 17, as amended" was seconded and was approved unanimously.

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

Matthew reported that a new Kindle Fire has been purchased for \$154.00 for demonstration and "in library use only."

A motion was made "to adjourn the meeting at 8:58 p.m." This motion was seconded and was approved unanimously.

The next meeting of the Upton Town Library Board of Trustees will take place on Monday, April 6, 2015, at the Upton Town Hall at 7:00 p.m.

Respectfully submitted,

Charlotte Carr, Secretary
Upton Town Library Board of Trustees