

Upton Town Library Board of Trustees  
Upton Town Hall  
April 6, 2015  
Minute

The Upton Town Library Board of Trustees' regular monthly meeting was called to order at 7:01 p.m. 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 and Michelle Goodwin, Chair of the Library Feasibility Committee.

A motion was made "to accept the agenda as amended." This motion was seconded and was approved unanimously.

A letter from Michelle Goodwin, Chair of the Library Feasibility Committee, was read to the Trustees. Michelle is resigning as Chair, but will continue as a voting member of the Library Feasibility Committee until 6/30/15. An election for a new Chair will take place next Tuesday, April 14, 2015. Michelle and her family are moving out of state.

A motion was made "to accept the Secretary's Minutes from March 2, 2015, as amended." This motion was seconded and was approved unanimously.

A motion was made "to accept the Treasurer's Report as printed." This motion was seconded and approved unanimously.

The Library discussed two articles on the warrant for the May 7, 2015 Town Meeting. One article contains the library's operating budget, including wages, stipends for Trustees and library expenses for FY '16. The second article refers to the funding of a Feasibility Committee for the joint venture building proposal of the Upton Library and the Upton Council on Aging.

Matthew reported that the electrical work contained in the Library Improvement Plan has been done. This work completes the original Library Improvement Plan.

The Reading Room will need the following improvements:

- The exterior door needs to be replaced to be up to code as a fire exit.
- The metal panels need to be replaced around the radiators.

Matthew reported on the status of the new areas. The reading area is being used by patrons.

Matthew is moving books out of storage from the attic area. Books are going into the storage trailer on Thompson's land. Matthew is looking into getting a dumpster to dispose of other library items currently stored in the attic.

Matthew reviewed the Building Program with the Board, and delineated some changes. The Feasibility Committee had previously voted unanimously to recommend that the amended Building Program be presented to the Library Board.

It was noted that items in the Building Program may be adjusted after a vote to approve the program is taken.

A motion, “to add a dishwasher to the kitchenette in the proposed new library” was not seconded, and the motion failed.

It was noted that the total square footage of the proposed library is 14,953 sq. ft.

A motion was made “to approve the Building Plan, as amended, and to authorize the Library Director to submit the Building Program to the MBLC, with the understanding that minor changes of form may be made.” This motion was seconded and passed unanimously.

The status of the Site Evaluations was discussed. The Feasibility Committee’s intent is to create an RFP to expand the search from town property to include private property.

A motion was made “to authorize the Feasibility Committee to create the RFP for a potential library site, and to initiate the advertising of the RFP.” This motion was seconded and passed unanimously.

The status of the Designer Selection Committee and the RFQ took place. A suggestion was made to have the DSC be comprised of six members of the Feasibility Committee. The Library Director would be the seventh member. Michelle Goodwin, Chairman of the Feasibility Committee, offered to abstain from voting, in order to keep the number of voting members as an odd number.

Matthew reported that the Magazine Swap Box is up and functional.

A motion was made “to adjourn the meeting at 9:23 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, May 11, 2015, at the Upton Town Hall at 7:00 p.m.

Respectfully submitted,

Charlotte Carr, Secretary  
Upton Town Library Board of Trustees