

Upton Town Library Board of Trustees
Memorial School
Teachers' Room
November 7, 2011
MINUTES

The Upton Town Library Board of Trustees' regular monthly meeting was called to order at 7:05 p.m. Those in attendance were: Erin Alcott, Matthew Bachtold, Judith Katz, George Klink, John Robertson, Jr. Linda White and Laurie Wodin.

Matthew requested an addition to the Agenda under 3b) Staff Issues, Children's Librarian.

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

A motion "to accept the Secretary's minutes from October 3, 2011, as printed" was seconded and passed unanimously.

Discussion took place regarding financial matters and the Library Department Budget – FY 12 and Library Department Trust Funds – FY12 regarding expenditures from expense accounts and trust fund interest. Trust Fund Reports will be given to this board semi-annually.

A motion "to accept Treasurer's Report, as printed," was seconded and passed unanimously".

Payroll and expense vouchers were circulated and signed by Trustees.

Regarding improved employee communications, Matthew agreed to reinstate quarterly staff meetings in the future, in addition to his current blog for library employees.

Matthew suggested a restructuring of the Children's Librarian position and a possible change in responsibilities across the staff. The "position" of Children's Librarian will be brought forward to the Library Personnel Subcommittee for further examination. Ideas included a possible contracted consultant to run the Summer Reading Program, possible addition of a clerk's position, and/or a modification in Children's Librarian duties were discussed. This issue will be examined further for recommendation to the Board with the Library Director and the Personnel Subcommittee of the Library Trustees on November 21, at 5 p.m. at the Library.

Upon considering nominations for members, Linda White withdrew her nomination. A motion "to appoint Laurie Wodin as a member of the Personnel Subcommittee Board" was seconded and passed unanimously.

Action Plan for Fiscal Year 2012's Goals and Objectives, Goal 1, Develop techniques for overcoming the facilities' limitations was next on the Agenda. Matthew asked Trustees for consideration/brainstorming ideas to be forwarded between Trustees and Director over the next few weeks.

Matthew informed the Board that video game requests have increased for Wii and suggested we increase our collection by approximately ten games.

A motion "to establish a video game collection which consists of Wii as well as x-box" was seconded and passed unanimously.

Matthew recommended purchase of a digital music product, Rdio. This internet service is offering libraries a base subscription for \$500 per year that would provide Upton patrons with 5 hours of downloaded listening time per month.

A motion "to approve purchase of Rdio annual base subscription" was seconded and passed with one abstention.

Library revolving fund was discussed; no action was taken.

Closed day calendar for 2012 was presented. A motion to "accept the proposed calendar for 2012" was seconded and passed unanimously.

Library facilities' improvements were considered in three possible directions: cosmetic, refinishing, or restructuring. Trustees will be examining options and direction over the next few months. (Circulation reports show that 50% of our adult book circulation is two-years old or newer. Matthew indicates that non-fiction books do not circulate as readily as fiction books.) Can we utilize e-books more to alleviate space constraints? Are we interested in pursuing a large-scale redesign of the library or do we want to work toward fulfilling the most pressing facilities' needs for our patrons?

Men's Club Auction date for 2012 is March 24.

A motion "to adjourn the meeting" was made at 9:21 p.m. This motion was seconded and passed unanimously.

Respectfully submitted,

Linda D. White for
Charlotte Carr, Secretary

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