

Upton Town Library Board of Trustees
Memorial School
Teachers' Room
December 5, 2011
Minutes

The Upton Town Library Board of Trustees' regular monthly meeting was called to order at 7:04 p.m. Those in attendance were: Erin Alcott, Matthew Bachtold, Charlotte Carr, Judith Katz, Katie Kelley, John Minnucci, John Robertson, Jr., Lisa Stratton, Linda White and Laurie Wodin.

A motion "to accept the agenda as amended," was seconded and passed with a unanimous vote.

A motion "to accept the Secretary's minutes from November 7, 2011, as amended," was seconded and passed with a unanimous vote.

A motion "to accept the Treasurer's Report, as printed," was seconded and passed by a unanimous vote.

A new, standardized and streamlined request form for departmental budgets has been developed, so that all town departments will present information in a uniform manner.

It was the consensus of the board to use the new proposed operating budget. The Town Manager has proposed a 2% increase range in department's operating budget. Matthew indicated that the library's supplies and materials budget is sufficient, but that perhaps more could be added to the materials budget.

There will be a 0% increase until after the union contract is negotiated.

A discussion took place regarding library programming. Several trustees agree that programming should be a priority. Matthew will work on a programming budget.

The Personnel Subcommittee met and discussed the Children's/Young Adult Position. It was the recommendation of the subcommittee to keep the position as is. This position is forty hours weekly and requires the person to hold an MLS degree.

A motion was made "to accept the recommendation of the Personnel Subcommittee in regards to the Children's/Young Adult Position." This motion was seconded and passed with a unanimous vote.

Lisa, the Children's/Young Adult Librarian announced her intent to resign from her position as of December 31, 2011. John Robertson read her letter. Lisa suggested the possibility of a contract between her and the Trustees to work for several months while the position is being advertised and the interviewing and hiring process takes place. Matthew will proceed to work with Lisa to come up with a contractual arrangement that will satisfy the library's needs.

A motion "to accept Lisa Stratton's resignation letter dated December 5, 2011, with regret," was seconded and passed with a unanimous vote.

The Town Manager will begin the process of internal posting.

A motion “to re-organize the personnel subcommittee at the January meeting of the Trustees,” was seconded and passed with a unanimous vote.

Matthew reported that in response to improving staff communications, a staff meeting is scheduled.

Staff reviews are due by December 31, 2011. Matthew requested input from the Trustees.

A discussion took place regarding the Director’s Preliminary Review and his objectives for 2011 and 2012.

John and Matthew will review Matthew’s four professional objectives from 2011:

- To offer Technology Instruction Classes
- To switch to the Evergreen Circulation System (now postponed until February 2012)
- To add digital resources to the collection
- To further develop new patron welcoming procedures

John and Matthew will meet to discuss proposed objectives for 2012:

- To redesign the current library space
- To unify promotional media for library activities
- To have a long term e-book and electronic program in place
- To rotate materials between storage and active collection
- To hire a new Children’s Librarian
- To develop new programs, such as an Adult Summer Reading Program.

John R. will put together Matthew’s review. Trustees may email John will their input.

A motion “that the library will remain closed on December 31, as posted,” was seconded and passed by a unanimous vote.

The FY ’13 Action Plan is due on December 15. Linda, Laurie, Erin and Matthew will meet to discuss the Action Plan.

A discussion was held regarding the passport fees that have been collected. It was noted that these fees are currently not authorized to go into the Revolving Fund. Options include:

- To run the fees through the Revolving Fund and count it as revenue.
- Use the revenue for library computer purchases.

After a discussion it was decided to propose depositing the passport fees in the revolving fund for a specific use, the purchase of computers. This proposal will be a Town Meeting article, a draft of which will be emailed to the FinCom as a courtesy.

The Annual Report to the Town is due on January 10, 2012. Matthew will write the Library's Annual Report and John R. will write the Trustees' Annual Report.

A motion "to adjourn" was made at 8:57 p.m. This motion was seconded and passed by a unanimous vote.

The next meeting of the Upton Town Library Board of Trustees will be held on Monday, January 9, 2012, at the Memorial School.

Respectfully submitted,

Charlotte Carr, Secretary
Upton Town Library Board of Trustees