

Upton Town Library Board of Trustees
Memorial School
Room 117
May 14th, 2012
Minutes

The Upton Town Library Board of Trustees' regular monthly meeting was called to order at 7:00p.m. Those in attendance were: Matthew Bachtold, Judith Katz, Katie Kelley, John Minnucci, John Robertson Jr., 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 the April 2 and April 23, 2012 meetings as amended," was seconded and passed with a unanimous vote.

Election of Officers and Appointment of Committees. The following persons were nominated, accepted nomination and were elected unanimously: John Robertson, Chairperson; Judith Katz, Vice-Chair; Charlotte Carr, Secretary; Katie Kelley, Treasurer. The Board has traditionally had three Committees: The Executive, the Personnel, and the Strategic. Usually the Officers made up the Executive Committee. Because of changes in the Open Meeting Laws, it was decided to continue discussion of the need for this committee at a future meeting. For the Personnel Committee, the question was should a committee be named at this meeting, or wait until a need arises. The naming was tabled until the full Board would meet. The forming of a Strategic Committee to discuss issues such as long term planning for a new library, library renovations, etc. will be discussed at the next meeting.

Fund information: on the treasurer's report, the MEG fund does not include any deposits made this year. State aid to public libraries is deposited directly from the State to the town treasurer's account. The Library Director has the authority to spend from the fund. The balance increases at the beginning of the fiscal year. Any change in the trust funds will happen in the new fiscal year, although Matthew does not get the numbers until the fall. The expense account will be down to zero at the end of this fiscal year.

Printer repair. Dell sells the part for about \$100, plus postage. WorldBand Communications, the town's contracted computer repair service, sells the part for \$125. A motion was made and seconded and passed unanimously to have Matthew buy the part from WorldBand so that if it is defective or there are any other problems, they will be able to respond.

Director's Contract will be worked out with John and Matthew and hopefully signed by the end of this fiscal year for one year.

Vacation Rollovers: 2 weeks are allowed. Both Donna and Matthew will roll over the full 2 weeks. Nicole will roll over about 9.25 hours.

CORI policy for the library has been updated, supporting the town Manager to make decisions for any prospective employee/volunteer. There was a discussion as to the need/advisability of having the Library Director certified in order to review CORI results, if needed. Matthew will check on the process.

Knowlton Risteen Building. The town is proceeding with the list of repairs voted on by the Town. These include replacing part/whole of the furnace, gutters, water proofing the basement. The custodian will oversee the work.

Library Improvements that are needed: new rug, circulation desk, ceiling tiles, painting. The fundamental things are not the responsibility of the library. A building committee will be needed to plan for the library. A professional report is needed about the viability of the Knowlton Risteen building for library use as a basis for future planning for a new/renovated library. A sub-committee of 1-2 trustees and 2 outside people with the needed expertise will be considered. Discussion to be continued.

Men's Club will not fund the purchase of iPads. They feel it should be funded by the Town. They will reconsider if the town refuses. The question discussed was should the library buy 2 iPads or should a special article be considered at Town Meeting. The discussion will be continued.

A motion to "adjourn the meeting at 8:50 p.m." was seconded and passed with a unanimous vote.

Respectfully submitted

Katie Kelley
for the Secretary