

Upton Town Library Board of Trustees
Memorial School Teachers' Room
October 22, 2012
Minutes

The Upton Town Library Board of Trustees' special meeting was called to order at 7:00 p.m. Those in attendance were: Matthew Bachtold, Charlotte Carr, Judith Katz, Katie Kelley, John Minnucci, John Robertson, Jr., Linda White and Laurie Wodin.

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

The Secretary's Minutes from October 1, 2012, were passed over.

It was reported that structural improvements at the Knowlton Risteen building are continuing. These improvements are being funded by appropriations at a Town Meeting two years ago.

A discussion was held regarding entering into a contract with Susan Barba Interior Design Studios. Suggestions were made.

A motion was made "to use MEG funds for up to \$2700 to pay for all or part of remodeling project concept designs by Susan Barba Interior Design Studio." This motion was seconded and passed unanimously.

A motion was made to "approve the contract with Susan Barba Design Studio. Matthew is authorized by the Trustees to sign the contract on the Trustees' behalf." This motion was seconded and passed unanimously.

Linda, Katie, Judith and Charlotte, along with Matthew, agreed to meet at the library on Monday, October 29 at 6:00 p.m. to discuss library renovations with Susan Barba.

The Circulation Clerk position had been posted. Applications are due by October 31st. Matthew will bring applications to the November Trustee meeting.

There will be a careful screening process for the candidates. Three grades will be given to each candidate: one from Matthew, one from the Personnel Board and one from the Personnel sub-committee.

A motion "to adjourn" was made at 8:31 p.m. This motion was seconded and passed unanimously.

The next meeting of the Upton Town Library Board of Trustees will be held on Monday, November 5, at 7:00 p.m. at Memorial School.

Respectfully submitted,

Charlotte Carr, Secretary
Upton Town Library Board of Trustees