

Upton Town Library Board of Trustees  
Memorial School Teachers' Room  
November 5, 2012  
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, Charlotte Carr, Judith Katz, Katie Kelley, John Minnucci, John Robertson, Jr., and Laurie Wodin.

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

A motion to "accept the secretary's minutes from October 1, 2012, as amended," was seconded and passed unanimously.

A motion to "accept the secretary's minutes from the special Trustees' meeting on October 22, 2012," was seconded and passed unanimously.

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

A discussion took place about the Nook e-readers. Demand seems to have dropped. Purchasing another type of e-reader may be pursued.

A discussion took place about the suggested library improvements. A motion was made "to accept the changes to the contract with Susan Barba from \$2200 to \$2400 for additional work." This motion was seconded and passed unanimously.

It was reported that a small group of Trustees met with Matthew and Susan to discuss possible improvements to the library. At this meeting, carpet vs. carpet squares was discussed, as well as possible color for the walls and ceiling. Based on discussions and suggestions, Susan will draw up some preliminary designs for a meeting on November 29<sup>th</sup> at 6:15. We will give input on the proposed designs, and she will come up with two proposals. We will choose one.

A discussion took place regarding the new circulation policy. It has not been implemented. When the new staff person is hired may be a good time to implement the new policy.

Matthew has recommended that fines be imposed at 5 cents for all materials.

Budget priorities for 2014 were discussed. The suggestion of having longer library hours, including extra hours on Saturday, was discussed, along with the idea of creating the position of Program Coordinator. These ideas will be considered when the budget is drawn up.

A discussion took place regarding "Universal Class," an online resource for a wide variety of educational courses. The cost is \$1350 per year. A motion was made "to subscribe to Universal Class. The money will come from the \$500 reimbursement from Recorded Books, and up to \$900 will come from the expenses account." This motion passed, with one abstention.

Matthew asked for assistance in the screening process for candidates for the circulation clerk position. Matthew has assigned initial scores to the candidates' applications. The Personnel Board and the Personnel Subcommittee will also assign scores to the candidates.

A motion was made “to nominate Laurie, Katie, Linda and Charlotte to the Personnel Sub-committee.” This motion was seconded, and passed unanimously.

After reviewing the scores, Matthew will choose the top five candidates for the circulation clerk position. The Personnel Board will be invited to the interviews, along with one or two trustees.

Trustees are encouraged to pass along information to Matthew regarding staff performance, if desired. He will be completing staff reviews this month.

A motion was made “to accept Nicole Basbanes, the Children’s Librarian, as a regular employee and remove her from probationary status.” This motion was seconded, and passed unanimously.

Matthew is researching I Pads for future purchase.

A motion “to adjourn” was seconded and passed unanimously at 8:57 p.m.

The next meeting of the Upton Town Library Board of Trustees will take place on Monday, December 3, 2012, at 7:00 p.m. at the Memorial School Teachers’ Lounge.

Respectfully submitted,

Charlotte Carr, Secretary  
Upton Town Library Board of Trustees