

Upton Town Library Board of Trustees  
Upton Town Hall  
January 5, 2015  
Minutes

The Upton Town Library Board of Trustees' regular monthly meeting was called to order at 7:03 p.m. Library Trustees in attendance were: Charlotte Carr, Fran Gustman, Judith Katz, Katie Kelley, Joe McMahon, John Minnucci, John Robertson, Jr., and Laurie Wodin. Others in attendance were: Matthew Bachtold, Library Director and Michelle Goodwin, Chair of the Library Feasibility Committee.

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

A motion "to accept the Secretary's minutes from December 1, 2014, as amended" was seconded and was approved unanimously.

A motion to "accept the Treasurer's report as written" was seconded and was approved unanimously.

A discussion took place regarding the proposed operating budget for the Upton Library. Matthew would prefer a consistent wage increase yearly for library employees, and would like to make a proposal to the Personnel Board that library employees receive a 1% Cost of Living Adjustment. (COLA)

A motion was made "to authorize the chairman to append a letter to Matthew's review, requesting a 3% raise. This will be brought to the attention of the Personnel Board." This motion was seconded and approved unanimously.

A motion was made "to approve and submit the proposed operating budget for the Upton Library, dated January 5, 2015." This motion was seconded and was approved unanimously.

It was noted that electrical work was done for the new circulation desk.

A discussion took place regarding renovation of the Board of Health space and the second floor space. The library will buy the necessary materials such as paint and carpet. Existing furniture from the main library (two free standing double-sided shelves) will be moved into the new space when improvements have been completed.

The Planning Grant for the proposed Upton Town Library was discussed. The library survey, as a requirement for the grant, will be mailed to Upton citizens in the envelope with the Town Census.

The Feasibility Committee has drafted the RFQ for the OPM. The Committee will begin looking at the 13 proposed library sites at their January 6<sup>th</sup> meeting.

A motion was made “to approve the RFQ for the OPM, advertising to take place as required.” This motion was seconded, and was approved unanimously.

Matthew and John R. have spoken with Janice, the Director of the COA regarding the proposal for a joint COA and Library building project.

A motion was made “to approve the Annual Report of the Trustees, written by John Robertson, Jr.” This motion was seconded and was approved unanimously.

A motion was made “to approve the Annual report of the Library Director.” This motion was seconded and was approved unanimously.

Matthew will meet with the Brownie Troop regarding their service project. Some suggestions the troop has made include: “Take a Book, Leave a Book; maintaining a place for patrons to display collections; or the distribution of library brochures.

A motion was made “to adjourn the meeting at 8:56 p.m.” This motion was seconded and was approved unanimously.

The next meeting of the Upton Town Library Board of Trustees will take place on Monday, February 2, 2015, at the Upton Town Hall at 7:00 p.m.

Respectfully submitted,

Charlotte Carr, Secretary  
Upton Town Library Board of Trustees