

Minutes APPROVED  
Upton Town Library Trustees  
February 17, 2015  
Ground floor Conference Room, Town Hall

Present: Matthew Bachtold, John Robertson, Jr., John Minnucci, Joe McMahon, Fran Gustman, and Katie Kelly. Michelle Goodwin, Feasibility Committee Chair, was also present.

**The two previous posted meetings were canceled due to snowstorms.**

The meeting was called to order at 7:04 pm.

John R. expressed our condolences to Matthew on the loss of his father.

A Motion was made and passed unanimously to accept the Agenda as amended, with the addition of discussion of a magazine exchange box (under Director's Report).

Business Session

A. Secretary Minutes. A Motion was seconded and passed unanimously to accept the Minutes of January 5, 2015, as amended.

B. Financial

1. Treasurer's Report. Matthew reported that more than usual had been spent from the Expense Account, including the renewal of several databases.

2. FY 2016 Budget and Salaries

Financial Committee. John and Matthew attended the last Financial Committee meeting.

Matthew was asked to break down the ~\$8,000.00 supplies item.

The position of Library Page was discussed; Fin Comm will follow the recommendations of the Personnel Board.

Increases for hourly employees. Matthew explained that pay rates for hourly employees were at the bottom of the town pay scale and he would like to raise the wages of all of the staff. The Personnel Board advised that increases were to be given based on performance. This year, Matthew will request increases for the circulation clerks. Next year, he will request raises for the remainder of the hourly staff. Nicole has been asked to take over portions of the budget, which would allow Matthew to request a raise for her.

A Motion was seconded and passed unanimously to rescind the vote on January 5 to increase hourly wages.

A Motion was seconded and passed unanimously to have Matthew submit a letter to the Upton Personnel Board requesting raises of COL + 2% for Jeffrey Hartman and Lee Ann Murphy.

3. Vouchers. Vouchers were signed.

#### D. Trustee Issues

##### a. Status of Renovation

The electrician has been contacted again to complete the wiring for the circulation desk.

##### b. Status of Board of Health and Second Floor Space

Hallway and Room

Carpet was installed, painting completed, and shelving is being brought in. Matthew was able to get shelving free through Shrewsbury Library's renovation, saving Upton over \$1,200 with an \$80 expense for a truck.

The exterior door and frame will be replaced. The new door will be a fire door, with a push bar and alarm, and will open outwards. The Building Inspector is scheduled for February 18.

Magazines and newspapers will be moved into the new Reading Room.

New shelving has been ordered for main library for \$1,500.00; there is 45 day wait from the manufacturer.

A motion sensor has been installed in the reading room.

Rather than installing a camera, the reading room will be monitored by staff on a scheduled basis.

A Motion was seconded and passed for Matthew to spend up to \$1,000.00 of the Improvement Funds to buy kitchen appliances for the Kitchenette and a coffee machine for the Reading Room.

The Quiet Room is being used mostly for storage.

c. Third Floor Book Storage. The capacity is 4,000 books. Matthew will bring the number down to 1,000. All book-sale books have been moved to the trailer.

#### 2. Planning Grant for Library Construction

a. Needs Assessment and Building Program Status and Procedure Change to Include the Feasibility Committee. On February 3, the Feas Comm asked to be involved in the writing of the building program, although the Trustees had not given that charge to the Feas Comm; instead Matthew and Building Consultant had been charged with working with the Trustees to develop the concept, which the Building Consultant would write.

A Motion was seconded and passed unanimously for the Trustees to authorize the Feas Comm, in conjunction with the Director and Building Consultant, to commit to writing a building program and to recommend it to the Trustees for approval, with two members of the Trustees to have the opportunity to participate.

On April 6, the Trustees will vote on the recommendation of the Building Program Work Group.

The Building Program Work Group will meet for the first time Monday, February 23, at 5 pm, in the ground floor conference room of the Town Hall.

Matthew will email the Trustees to offer them the opportunity of participating in the Building Program Work Group.

b. Feasibility Committee Site and OPM Status. There were 4 submissions for OPM of the design phase. On Monday, February 23, at 6, 7, 8 pm, three companies were chosen to be interviewed. On February 24, the Feas Comm will vote to recommend one of the companies to the Trustees.

After completion, the RFP on site selection will go to the Selectmen.

The representative of the Council on Aging (CoA) will be asked to attend the next Trustees meeting on March 2. CoA survey results have not yet been shared with the Feas Comm.

The Capital Budget Committee requested that the Trustees explore six different alternatives including regionalization of services over the next 25 years. No date for completion was given.

3. Trustees Term Expiration and Nomination Papers for Annual Election. Joe, Laurie, and John R. are running for reelection.

#### Informational Session

A. Audience Participation. None.

B. Director's Report and Concerns

The Director's Report was reviewed. Matthew corrected the statement that circulation has gone up from the previous year; circulation has gone down.

Magazine exchange box. Fran will meet with Matthew to discuss setting up a box in the lobby.

The State Ethics Training must be completed by all Trustees and their certificates sent to Kelly McElreath.

A Motion was seconded and passed unanimously to adjourn at 8:24 pm.

C. Next Regular Meeting: March 2, 2015

Submitted by Fran Gustman  
Substitute secretary  
February 18, 2015