

Upton Town Library Board of Trustees
Upton Town Hall
February 1, 2016
Minutes

The Upton Town Library Board of Trustees' regular monthly meeting was called to order at 7:03 p.m. The Library Trustees in attendance were: Charlotte Carr, Fran Gustman, Judith Katz, Katie Kelley, John Minnucci, John Robertson, Jr. and Laurie Wodin. Others in attendance were: Matthew Bachtold, Library Director, and Bill Taylor, Chairman of the Joint Library/Council on Aging Feasibility Committee.

A motion was made "to accept the agenda as printed." This motion was seconded and was approved unanimously.

A motion was made "to accept the Secretary's minutes of January 4, 2016, as amended." This motion was seconded and was approved unanimously.

Matthew requested that the Personnel Board approve a 2% merit increase for three library employees. The Personnel Board voted to recommend this increase and will send along this recommendation to the FinCom.

The total FY '17 budget to be submitted to the FinCom, with proposed merit increases, will be \$242,065.00.

A motion "to authorize Matthew to send the proposed amended budget for FY '17 to the FinCom" was seconded and passed unanimously.

Matthew is welcoming suggestions about how to handle the revenues from the Revolving Account going forward. Does it make sense to turn any excess money over to the general fund, or should the funds be allowed to accumulate and be used for future expenses? Currently, the remaining balance each year is used as a credit to reduce appropriations.

Matthew will research the state general laws for library revolving fund rules to get the exact wording. He may also approach the FinCom about treating the revolving fund in the same manner as all other funds.

The Joint Library/Council on Aging Feasibility Committee voted to recommend to the Selectmen that we recommend a stand-alone library facility.

A motion was made "that the Trustees' action of July 6, 2015 to form a Joint Library/COA Feasibility Committee be rescinded and that the Library Feasibility Committee be reconstituted with the same membership that it had upon its dissolution. The Joint Committee may act to complete any action involved in its closure. The Associate Members appointed to the Joint Committee shall be members of the reconstituted Library Feasibility Committee under the same

conditions as defined in their appointment to the Joint Committee.” This motion was seconded and passed unanimously.

A motion was made “to amend the charge to the Feasibility Committee by removing the number of members required. The Committee shall be appointed by the Board of Trustees of the Upton Town Library. The quorum shall consist of a majority of the committee members.” This motion was seconded and passed unanimously.

A motion was made “to appoint Selectman Robert Fleming as a member of the Library Feasibility Committee.” This motion was seconded and passed unanimously.

The 180 days given for the site proposals review has expired. The site proposals review will be extended for another 90 days on the Pedersen and Maplewood Cemetery properties.

Soil boring, a topographic survey, a wetlands survey and an independent appraisal will take place for the Pedersen site. A better informed decision can then be made about which of the two properties will be most cost effective.

Matthew has been working with the architect on the floor plans and site elevations for the proposed library. The Trustees will need something in writing about the current building along with other deliverables for the annual Town Meeting.

A discussion took place about the public’s awareness of the library project. The Feasibility Committee and the Trustees can be fact givers, but not promoters, of the proposed library project. The Trustees can verbally express opinions publicly. Neither the Trustees, nor the Feasibility Committee, can use any town resources to promote the library.

GOTV will be left to the Friends of the Upton Library. They can promote the project without the limitations of the elected board and the Feasibility Committee.

The Trustees need to explore options for fundraising, and to clarify what the Trustees and the Feasibility Committee can do.

A “motion to adjourn the meeting at 9:08 p.m.” was seconded and passed unanimously. The next meeting of the Upton Town Library Board of Trustees will take place on Monday, March 7 at the Upton Town Hall.

Respectfully submitted,

Charlotte Carr, Secretary
Upton Town Library Board of Trustees