

Upton Town Library Board of Trustees  
Upton Town Hall  
May 11, 2015  
Minutes

The Upton Town Library Board of Trustees' regular monthly meeting was called to order at 7:06 p.m. The Library Trustees in attendance were: Charlotte Carr, Fran Gustman, Judith Katz, Katie Kelley, John Robertson, Jr., and Laurie Wodin. Others in attendance were: Matthew Bachtold, Library Director and Bill Taylor, Chairman of the Library 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 appoint the Secretary as the Chairman Pro Temp." Nominations were accepted for the position of Chairman of the Trustees. John Robertson, Jr. was nominated, and the Trustees voted unanimously to appoint John as the Chairman. Following that vote, John, as Chairman, accepted subsequent nominations for the positions of Vice Chairman, Secretary and Treasurer of the Board of Trustees. Votes were taken with the following unanimous results:

Judith Katz, Vice Chairman  
Charlotte Carr, Secretary  
Katie Kelley, Treasurer

A motion was made "to accept the Secretary's Minutes from April 6, 2015, as amended." This motion was seconded and was approved unanimously.

A discussion took place about improvements needed in the newly acquired Reading Room space. The exterior door must be replaced in order to meet the code as a fire exit, and new metal radiator covers must be purchased. The library has \$2414.11 remaining in the Building Improvement Fund. The bill for the final improvements will be approximately \$4,000. The town has agreed to pay \$2300 toward the bill, and the library will pay \$2700. The library will use \$300 from the State Aid Fund to cover the balance.

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

It was noted that the override votes for the Mendon-Upton School District will take place on May 12 in Mendon, and on May 18 in Upton. If the override should fail, the alternate budget created by Matthew, reducing the proposed FY '16 budget by 7.9%, will be submitted to the FinCom.

A motion was made that "in the event that the override does not pass, the Board authorizes Matthew to negotiate with the Town of Upton down to the figure of \$215,542, a 7.9% decrease

in the amount of the original budget, and to switch the order of #3 and #4 on the priority list of suggested items to be cut.” This motion was seconded, and passed unanimously.

The Planning Grant for the proposed Upton Library has been accepted by the MBLC, and will be used on the MBLC website as an exemplar. Matthew will now submit a monthly report to the MBLC itemizing how the grant money is spent each month.

Bill Taylor, Chairman of the Feasibility Committee, has submitted the RFQ for a library designer to the Chief Procurement Officer for legal review, and then the RFQ will be published in the Central Register on May 20<sup>th</sup>.

A motion was made “to approve the RFQ for a library designer as submitted.” This motion was seconded.

An amendment to add the following words to the above motion was proposed:

“...except for minor changes of form and any changes recommended by legal counsel, as long as they don’t substantially change the intent of the document. Changes must be approved by the Chairman of the Feasibility Committee.”

This proposed amendment was seconded, and the complete motion was approved unanimously.

Bill Taylor will construct a timeline for the next Trustees’ meeting in June, so all parties can be assured that the project is on track.

A motion was made “to approve the following candidates as Directors of the Friends of the Upton Library (FULTI): Vikki Lundwig, Chris Lazar and Caryn Byrnes.” The motion was seconded, and passed unanimously.

The Director’s Contract will be approved following the outcome of the override.

A motion “to adjourn the meeting at 8:42 p.m.” was seconded, and passed unanimously.

The next meeting of the Upton Town Library Board of Trustees will take place on Monday, June 1, 2015 at 7:00 p.m. in the Upton Town Hall.

Respectfully submitted,

Charlotte Carr, Secretary  
Upton Town Library Board of Trustees