

Upton Town Library Board of Trustees  
Upton Town Hall  
June 1, 2015  
Minutes

The Upton Town Library Board of Trustees' regular monthly meeting was called to order at 7:05 p.m. The Library Trustees in attendance were: Charlotte Carr, Judith Katz, Katie Kelley, Joseph McMahon, and John Robertson, Jr., 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 amended." This motion was seconded and was approved unanimously.

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

Matthew requested that the Trustees come to the library on June 29<sup>th</sup> or 30<sup>th</sup> to sign vouchers. All bills from FY '15 must be in to the Town Accountant by July 2<sup>nd</sup>.

A motion was made "to approve the library salary increases as delineated in the FinCom report, contingent on the approval of the budget at the adjourned Town Meeting on June 4<sup>th</sup>." This motion was seconded and was approved unanimously.

The funding for a Feasibility Committee for the COA to explore the possibility of a joint construction plan with the Upton Town Library will be proposed at the adjourned Town Meeting on June 4<sup>th</sup>.

The outside door to the former Board of Health Department, now part of the library, has been replaced. The radiator covers have also been replaced. An exit sign is needed, and possibly an alarm. The kitchen will be converted to a staff break room. An anonymous donation of a microwave was made to the staff break room. The toaster oven and refrigerator that were previously in the break room will both be returned to the space. Locks have been replaced on the front door of the library. Finally, everything library-related that needed to be removed from the attic has been removed.

Bill Taylor, Chairman of the Upton Town Library Feasibility Committee, reported that the RFP for the site proposal will go to the lawyers by the end of the week, and should be posted to the Central Register on June 9 and will go live on Wednesday, June 17. It will be posted for 30 days. This should all coincide with the architects' beginning work on the project.

The property specs will change if the COA Feasibility Committee is approved at Town Meeting.

The Designer Request for Qualifications (RFQ) goes live on June 3<sup>rd</sup>. Responses are due back by June 24<sup>th</sup>.

The Designer Selection Committee will recommend three designers to the Board of Trustees sometime after the Trustees' July 6<sup>th</sup> meeting.

A Trustees' meeting should be called to approve the DSC recommendation. The Trustees will choose a meeting date at the July 6<sup>th</sup> meeting.

A new member of the Feasibility Committee will need to be appointed to replace Michelle Goodwin.

A motion "to officially accept, with regret, the resignation of Michelle Goodwin, effective June 30, 2015" was seconded, and was approved unanimously.

The possible outcomes of the adjourned Town Meeting vote on June 4<sup>th</sup> on the COA's warrant article concerning the Feasibility Committee for the proposed joint project of the Library and the COA were discussed:

If the COA's warrant article fails, the Trustees go ahead with proposed library.

If the COA's warrant passes, the Trustees will bring the two groups together.

Janice Nowicki and Blythe Robinson will most likely be the decision makers for the COA.

If the COA's warrant article passes, the library will invite interested people from the COA to a Trustees' meeting to discuss how we can make this joint project successful.

Meetings for FY '16. The Trustees' meetings will take place on the first Mondays of the Month, except when otherwise noted, in the Upper Town Hall.

A motion was made "to give John Robertson, Jr. the authority to sign the contract on behalf of the Trustees, contingent upon the appropriation at the June 4<sup>th</sup> Town Meeting for the salary enumerated in the Section 3 of the Library Director Employment Agreement." This motion was seconded and was approved unanimously.

A motion was made "to approve the carryover of 80 hours of vacation time for Matthew and Nicole, and 160 hours of sick time for Matthew and Nicole." This motion was seconded and was approved unanimously.

A discussion took place about the Summer Reading Program. The theme this summer is "Heroes." It was noted that most funding for the program comes from outside sources such as The Friends of the Upton Library, the Upton Cultural Council, Unibank for Savings, Wegman's and JJ's Ice Cream.

Matthew noted that the sidewalk by the Library has been repaired by the DPW.

A motion “to adjourn the meeting at 8:31 p.m.” was seconded, and passed unanimously.

The next meeting of the Upton Town Library Board of Trustees will take place on Monday, July 6, 2015 at 7:00 p.m. in the Upton Town Hall.

Respectfully submitted,

Charlotte Carr, Secretary  
Upton Town Library Board of Trustees