

Upton Town Library Board of Trustees
Upton Town Hall
November 2, 2015
Minutes

The Upton Town Library Board of Trustees' regular monthly meeting was called to order at 7:02 p.m. The Library Trustees in attendance were: Charlotte Carr, Fran Gustman, Judith Katz, Katie Kelley, Joe McMahon, 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 October 5, 2015, as amended." This motion was seconded and was approved unanimously.

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

It was noted that a 1% COLA for town employees will be proposed at the upcoming Town Meeting on November 17th.

A motion was made to "approve a 1% COLA for the employees of the Upton Town Library, retroactive to July 1st, 2015." This motion was seconded and was approved unanimously.

The Chairman of the Feasibility Committee for the Joint Library/Council on Aging Building updated the Trustees on the status of site proposals. Of the original sites proposed, three feasible sites remain. They are: Maplewood Cemetery, Pedersen's land off Main Street and the Knowlton-Risteen Building.

A discussion took place regarding the status of Designer Services. Five options were presented. Options A and B look to the future of the town's needs and include eligibility for an MBLC grant. Options C, D and E do not address future needs and are ineligible for an MBLC grant.

A motion was made that "the Trustees agree that the Feasibility Committee should pursue a building that is eligible for a grant, whether it is the COA/ Joint Library building, or a stand-alone building. The Feasibility Committee should further try to reduce the cost of the project without impinging on the building plan." This motion was seconded and was approved unanimously.

The update of the Upton Town Library's Long Range Plan is due on December 15, 2015. Matthew will send the previous year's updates to the Trustees. The Trustees will review and provide input to Matthew.

A motion was made "to approve the FY '16 holiday schedule as proposed by the Library Director." This motion was seconded and was approved unanimously.

The annual staff reviews are due by December 31, 2015. Matthew is responsible for reviewing staff members. Trustees are invited to send comments to Matthew regarding staff members. The Trustees will review Matthew's performance at the December Trustees' meeting.

A motion "to adjourn the meeting at 8:46 p.m." was seconded and was approved unanimously.

The next regular meeting of the Upton Town Library Board of Trustees will be held on Monday, December 7, 2015 at 7:00 p.m.

Respectfully submitted,

Charlotte Carr, Secretary
Upton Town Library Board of Trustees