

Upton Town Library Board of Trustees
Remote “Microsoft Teams Meeting”
Regular Monthly Meeting
February 13, 2023

The Upton Town Library Board of Trustees’ monthly remote meeting was called to order at 6:32 p.m. The Library Trustees participating remotely were:

Debbie Amorelli (Chair of the Trustees and Organizer of the Meeting)

Charlotte Carr

Sadie Gilronan

Tamosin Johnson-Hellegers

Judith Katz

John Robertson, Jr. (deceased, January 14, 2023)

Dominique Ross

Bill Taylor

Laurie Wodin (absent)

Also participating remotely in the meeting:

Matthew Bachtold, Director, Upton Town Library

Lee Ann Murphy, Children’s Librarian

Alisa Bernat, President, Friends of the Upton Town Library

1. Open Meeting/Review Agenda

Debbie Amorelli made a motion “to approve the agenda for February 13, 2023.” The motion was seconded by Dominique Ross and was approved unanimously by a roll call vote of the Trustees.

2. Review and Approve Minutes from January 9, 2023

Dominique Ross made a motion “to accept the minutes from the January 9, 2022 meeting of the Trustees, as written.” This motion was seconded by Debbie Amorelli and was approved unanimously by a roll call vote of the Trustees.

3. Monthly Vouchers

Dominique Ross made a motion “to authorize and approve payment of the monthly vouchers.” This motion was seconded by Bill Taylor and was approved unanimously by a roll call vote of the Trustees.

4. Monthly Financial Report

Bill Taylor made a motion “to approve the monthly Financial Report.” This motion was seconded by Dominique Ross and was approved unanimously by a roll call vote of the Trustees.

5. Director’s Report

Matthew Bachtold reported that FinCom will be scheduling departmental budget reviews in March. Matthew will let the Board know when the Library budget is scheduled for review.

The interior of the Community Center is slated to be completed by the first week in March. A soft opening of the Community Center is scheduled for May 1. The current Library will be closed from April 16th to April 30th.

There was some concern that the Library will be closed during April school vacation. Lee Ann Murphy, the Children’s Librarian told the Trustees that April vacation is not typically a busy time for the Library. There will be a special Puppet Show at Nipmuc on April 19th, and there will be a Music and Movement program schedule for that week as well.

Bill Taylor made a motion “to close the current Library from April 16th to April 30th. Patrons will possibly be asked to hold onto books that need to be returned during that two week period.” This motion was seconded by Dominique Ross and was approved unanimously by a roll call vote of the Trustees.

Lee Ann and Matthew have finalized the library’s programming schedule for May and June in the community center. All programs are being coordinated with the COA to make the best use of available spaces in the Community Center.

Morning storytimes are moving earlier to 9:30 am. They will be held in the classroom, registration will be required, and there will be a maximum attendance of 12.

Lee Ann and Matthew have discussed various options for when demand for storytime increases. Their preferred option is to add a second Thursday storytime session. Afternoon children's programs will be held in the classroom.

Matthew has scheduled a number of adult presentations for May and June. They include: a pastel art workshop, a protest songs musical performance, an author talk on the history of the Boston Marathon, a series of three gardening programs and a series of three bird watching programs.

The May and June schedule of additional programs includes three programs that were awarded 2023 Cultural Council grants. The scheduled programs will require \$1,225 of the Library's Programs budget and an estimated 80 hours of staff time, in addition to the regular weekly and monthly programs already offered.

This level of additional programming is not sustainable from current library resources. Matthew's goal is to show off the Community Center's capabilities in May and June. July and August will have the Summer Reading Program events.

Hopefully by September/October, the Director and proposed Adult Librarian can work together to find community partners and groups that are able to partner with the library to continue to offer programs.

A discussion was held about the possibility of restricting programming attendance to Upton residents only. Matthew is considering taking data about programming attendance, specifically the home libraries of attendees.

Matthew wrote a draft Room Use Policy for the Community Center meeting rooms (Classroom, Conference room and Study Rooms). It specifically does not cover the Great Room or after-hours usage. Matthew commented that the policies in place pre-Covid worked well, so he adapted the new policies for the Community Center from those pre-Covid policies.

A discussion was held about fundraising. Should registered non-profits be able to raise money in the Community Center? This topic needs to be clarified, and a specific policy put into place. Matthew will put new language into the policy to address this topic.

Another issue raised was the use of the Community Center by political groups.

Matthew's draft policy has been reviewed and edited by the Town Manager, who

made a few changes and expanded some sections to include multiple town departments (particularly the publicity section).

Matthew asked for feedback from the Trustees, and if possible, a vote to approve at the meeting. The final version will eventually need approval from the Board of Selectmen.

The Town Manager is working on a policy that will cover the Great Room, Kitchen and after hours usage.

A patron expressed concern about the confidentiality of documents during staff-mediated scanning and faxing. Matthew has some recommendations from the Mass Library System for training courses related to privacy and confidentiality, and he plans to select an online webinar or training and have all library staff complete it.

Matthew has reviewed hours and schedules with Library staff.

On May 1st, the soft opening of the Community Center, the Library hours will be extended to 47 hours per week:

Tuesday, Wednesday, Thursday - 9 a.m.-8 p.m.

Friday, Saturday - 9 a.m.-4 p.m.

The primary purpose of this change is to match the open hours of the Senior Center to reduce the time that the building is open, but the Library is not staffed.

If the Adult Librarian position is funded and the position is successfully filled, there will be enough staff hours to open on Mondays from 9am-4pm, for a total of 54 hours per week.

Matthew said he anticipates increased patron demand for Monday services because the building will be open.

If the hiring process goes smoothly after the Town Meeting May 4, Matthew's goal is to open Mondays starting July 10.

Matthew spoke to Sandy Hakala, the Human Resource Coordinator, about the proposed position of Adult Librarian. It is Sandy's opinion that the position can be filled by promoting a person within the Library staff. External posting of a position is not necessary if a qualified internal candidate is available and approved.

Because of this, Matthew does not intend to post the position externally. He has a staff member in mind that he feels will be an excellent fit for the new position.

A discussion ensued about the possibility of advertising the position externally, or at least interviewing the current staff member for the position.

Tam Johnson-Hellegers felt strongly that it is Matthew's decision to hire the Adult Librarian, and that hiring a known entity is always a better option.

It was agreed that an interview will take place with the internal candidate. Three to four Trustees, Matthew and a member of the Personnel Board will participate in the interview.

It was noted that the proposed Adult Librarian position must be approved at the Annual Town Meeting.

6. Honoring John Robertson-Donation Discussion

A recommendation has been made to name the Classroom at the Community Center in honor of John Robertson, Jr. The Selectman must give final approval for this recommendation.

Once approval has been given and the Community Center has opened, the Trustees would like to plan an evening for the room dedication ceremony for John. Tam Johnson-Hellegers volunteered to ask the Robertson Family for possible dates on which it will be convenient for them to attend the dedication.

The Trustees discussed planting a tree at the Community Center in John's honor. Matthew Bachtold reminded the Board that there is a process to follow in order to plant a tree. He suggested we consider an "adopt a tree" or "adopt a garden" in John's honor. Matthew will speak with the Architect and the Building Committee to explore our options for a tree or garden.

Laurie Wodin and Charlotte Carr met with Cynthia Robertson, John's wife, to discuss possible books to purchase and donate to the Library in John's name. John had many interests, including (but not limited to!) libraries, architecture, farming, gardening, stone walls, writing and poetry. Books that reflect John's interest will be purchased. Matthew Bachtold offered to purchase the book choices through the Library which would be cost-effective.

7. Friends of the Upton Library Update

Alisa Bernat, President of the Friends of the Library, thanked John Robertson's family for choosing the Friends of the Library as one of the beneficiaries of donations made in John's name.

Alisa announced that Sadie Gilronan has stepped down as a Board member of the Friends of the Library. Alisa and the Trustees thanked Sadie for her many years of dedicated service to the Friends.

Alisa announced there will be a "Meet and Greet" of the Friends of the Library on Thursday, March 2 at the Library, from 6 to 8 p.m.

8. Topics not Reasonably Anticipated by the Chairman 48 Hours in Advance of the Meeting

None

9. Audience Participation

None

10. Next Regular Meeting

The next regular meeting of the Board of Trustees will be held on Monday, March 13th at 6:30 p.m.

11. Adjournment

Judith Katz made a motion "to adjourn the meeting at 8:47 p.m." This motion was seconded by Sadie Gilronan and was approved unanimously by a roll call vote of the Trustees.

Respectfully submitted,
Charlotte Carr, Clerk
Trustees of the Upton Town Library

**Documents Included/Discussed at the February 13, 2023
Meeting of the Board of Library Trustees:**

- Agenda
- Draft Minutes from January 9, 2023
- Financial Report
- January Vouchers
- The Director's Report
- Community Center Meeting Rooms Policies
- Upton Town Library Program Calendar