

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

The Upton Town Library Board of Trustees’ monthly remote meeting was called to order at 6:34 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 (arrived at 7:00 p.m.)

Judith Katz

Dominique Ross (absent)

Bill Taylor

Laurie Wodin

Also participating remotely in the meeting:

Matthew Bachtold, Director, Upton Town Library

1. Open Meeting/Review Agenda

The agenda was approved by unanimous consent among the Trustees.

2. Review and Approve Minutes from February 13, 2023

Judith Katz made a motion “to accept the minutes from the February 13, 2023 meeting of the Trustees, as written.” This motion was seconded by Sadie Gilronan and was approved by a majority with a roll call vote of the Trustees.

3. Monthly Vouchers

Judith Katz made a motion “to authorize and approve payment of the monthly vouchers.” This motion was seconded by Sadie Gilronan and was approved unanimously by a roll call vote of the Trustees.

4. Monthly Financial Report

Judith Katz made a motion “to approve the monthly Financial Report.” This motion was seconded by Sadie Gilronan and was approved unanimously by a roll call vote of the Trustees.

5. Director’s Report

a. FY ‘24 Budget - Modification/Reduction

A discussion took place about the FY ‘24 budget. The Trustees and Matthew Bachtold would like to honor the Town Manager’s request that all town departments trim their budgets for the upcoming Fiscal Year. The discussion revolved around how the Trustees and Matthew could maintain the spirit of the Town Manager’s request, while still keeping the merit pool intact.

The consensus reached was to request \$3000 from the Library Trust Funds to help decrease the budget amount that will be presented for approval at the annual Town Meeting.

A motion was made by Debbie Amorelli “to increase the materials budget by \$5000 and to restore the merit pool.” This motion was seconded by Sadie Gilronan and was approved unanimously by a roll call vote of the Trustees.

b. State Aid Expenditures

A motion was made by Laurie Wodin “to expend \$15,000 from State Aid to Libraries.” This motion was seconded by Debbie Amorelli and was approved unanimously by a roll call vote of the Trustees. This money will be used to purchase new supplies for the new Library.

c. Ramp Update

Matthew Bachtold reported that the ramp has been delivered and is partially installed. The push button to open the door from the ramp to the library interior has to be installed, and the DPW has to re-stripe the parking lot.

d. Room Use Policy

Matthew shared the updated document on Room Use Policies at the Community Center.

A motion was made by Laurie Wodin, “to accept the updated Community Center Policy as written.” The motion was seconded by Sadie Gilronan and was approved unanimously by a roll call vote of the Trustees.

e. Board of Trustees Nominations

The Town Clerk confirmed that nomination papers have been pulled for all upcoming openings on the Board of Trustees.

f. Community Center Update

The work on the Community Center is almost complete.

g. Trustee Stipends and Training

Trustees may be contacted by the Town Treasurer’s Office to supply information necessary for stipends to be paid.

Trustees are also required to complete the State Ethics Training over the next few months.

h. FULTI Request for Use of Space

The Friends of the Library have requested to have exclusive use of the wall space above the bench that is between the bookshelves built by Bill Andrews.

A motion was made by Debbie Amorelli, “to approve FULTI placing a bulletin board across from the Circulation Desk.” This motion was seconded by Bill Taylor and was approved by a majority of the Trustees.

A motion was made by Sadie Gilronan, “to use the mezzanine space at the new library for book storage, from May 2 to May 13.” This motion was seconded by Debbie Amorelli and was approved unanimously by a roll call vote of the Trustees.

i. John Robertson Memorial Plaque

The Robertson family was contacted about a possible event to honor John Robertson during the Grand Opening week of the Library. The family does not want a special, individual event for John. They would prefer

the dedication of the room in his name take place during the Grand Opening ceremonies.

A consensus was reached among the Trustees to use the wording on the plaque as presented by Matthew Bachtold.

A consensus was reached among the Trustees to use some of the money collected from the Trustees to cover the cost of the plaque for John Robertson. Matthew will report back with the price for the plaque.

6. Friends of the Library Update

A motion was made by Tam Johnson-Hellegers “to approve Katherine Robertson as a Director of FULTI.” This motion was seconded by Sadie Gilronan and was approved unanimously by a roll call vote of the Trustees.

Many activities have been planned in anticipation of the opening of the new library. A book brigade has been tentatively planned for Saturday April 29th at 9:30. Library events can be found on the online Calendar of Events.

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

None

8. Audience Participation

None

9. Next Regular Meeting

The next regular meeting of the Board of Trustees will be held on Monday, April 10th at 6:30 p.m.

10. Adjournment

There was a consensus among the Trustees to adjourn the meeting at 8:36 p.m.

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

**Documents Included/Discussed at the April 10, 2023 Meeting of
the Board of Library Trustees:**

- Agenda
- Draft Minutes from March 13, 2023
- Financial Report
- March Vouchers
- The Director's Report
- State Aid Expenditures
- FY '24 Budget Worksheet
- Community Center Meeting Rooms Policies
- Honorary Plaque for John Robertson: Wording