

Upton Town Library Board of Trustees  
Remote “Microsoft Teams Meeting”  
Regular Monthly Meeting  
April 10, 2023

The Upton Town Library Board of Trustees’ monthly remote meeting was called to order at 6:37 p.m. The Library Trustees participating remotely were:

Debbie Amorelli (Chair of the Trustees and Organizer of the Meeting)  
Charlotte Carr  
Sadie Gilronan (left at 7:30)  
Tamosin Johnson-Hellegers  
Judith Katz  
Dominique Ross  
Bill Taylor  
Laurie Wodin

Also participating remotely in the meeting:

Matthew Bachtold, Director, Upton Town Library  
Alisa Bernat, President, Friends of the Upton Library

### **1. Open Meeting/Review Agenda**

The agenda was approved by unanimous consent among the Trustees.

### **2. Review and Approve Minutes from March 13, 2023**

Dominique Ross made a motion “to accept the minutes from the March 13, 2023 meeting of the Trustees, as written.” This motion was seconded by Sadie Gilronan and was approved unanimously by 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 Dominique Ross 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 Dominique Ross and was approved unanimously by a roll call vote of the Trustees.

## **5. Director’s Report**

### **a. FY ‘24 Budget Update**

A discussion took place about the FY ‘24 budget. Matthew reported that the Finance Committee voted ”Favorable Action” on the Library’s final, submitted budget.

A discussion took place about the position of Adult Librarian. Bill Taylor made a motion “to approve the position of Adult Librarian.” This motion was seconded by Dominique Ross and was approved unanimously by a roll call vote of the Trustees.

There will be an internal posting for the position of Adult Librarian. Panel interviews will be set up with all internal candidates who apply. Laurie Wodin, Dominique Ross and Charlotte Carr volunteered to be on the panel as representatives of the Board. Judith Katz and Debbie Amorelli will provide back-up, if necessary.

Debbie Amorelli made a motion “to appoint the panel of Trustees who will sit in on the interview of internal candidate(s).” This motion was seconded by Bill Taylor and was approved unanimously by a roll call vote of the Trustees.

During the interview(s), Matthew Bachtold will pose all the questions to the candidate(s). If any Trustees have specific questions they would like to be asked, they should send them to Matthew prior to the scheduled interview(s).

Matthew Bachtold will ask Sandy Hakala, Personnel Coordinator, how much information about a proposed candidate for the Adult Librarian position can be disclosed to the full Board of Trustees at an open meeting.

If a suitable candidate for the Adult Librarian position is not found through the internal search, an external search will take place.

Matthew reported that the Town Manager asked that the .5 FTE position at the Library not be filled immediately, and to wait until September or October. This will result in the Library not being open on Mondays until the position is filled.

b. State Aid Expenditures Update

Dominique Ross made a motion “to authorize Matthew to spend up to \$5000 from the State Aid Account to purchase Plexiglass for the circulation desk at the Library.” This motion was seconded by Judith Katz and was approved unanimously by a roll call vote of the Trustees.

c. Library Hours

Beginning on May 2, the Library hours will be as follows:

Tuesday through Thursday, 9 a.m. to 8 p.m.

Friday and Saturday, 9 a.m. to 4 p.m.

d. Moving Update

The Library collection will be moved to its new location on April 19th

The Library will reopen on May 2nd. The playground will reopen on May 1st.

The lower playground will remain closed until further notice.

e. Public Computer Equipment

Matthew Bachtold reported that the price for an Apple Computer is \$1400, compared to a Microsoft computer for \$800. The town has a contract with the school department for tech support. After a discussion, Matthew will order MacBooks for the library, to add to the Microsoft computers already in use.

f. Exhibits Policy

Matthew Bachtold reported that the new exhibits policy is identical to the existing policy.

Dominique Ross made a motion “to approve the Exhibits Policy.” This motion was seconded by Bill Taylor and was approved unanimously by a roll call vote of the Trustees who were present.

Matthew Bachtold reported that the Digital Display Policy allows community access. Groups can submit items for display. There are many caveats in place to protect against improper use of the digital display screen.

Laurie Wodin made a motion “to approve the new Digital Display Policy.” This motion was seconded by Bill Taylor and was approved unanimously by a roll call vote of the Trustees who were present.

g. Public Technology and Internet Use Policy

Debbie Amorelli made a motion “to approve the Public Technology and Internet Policy.” This motion was seconded by Dominique Ross and was approved unanimously by a roll call vote of the Trustees who were present.

h. Bookwalk April 29

FULTI is organizing the Book Walk. It will take place on Saturday, April 29th at 9:30 a.m. Those participating will meet at the Knowlton-Risteen Building.

i. Dedication June 14

The Dedication Ceremony for the new Community Center Building will take place on Wednesday, June 14th at 6:30 p.m. Ribbon Cutting will take place at 7:00 p.m.

j. Trustee Stipends and Open Meeting Law

Trustees were reminded to get their information to the Town Accountant in order to receive their annual stipends. A reminder was also given about the Ethics Training that all Trustees are required to complete

k. Ramp Update

Matthew Bachtold reported that adjustments to the door at the top of the ramp need to be made, and the parking lot must be striped before the public can use the ramp at the Knowlton-Risteen Building.

## **6. Friends of the Library Update**

Many activities have been planned in anticipation of the opening of the new Library.

The Book Brigade (Bookwalk) has been planned for Saturday, April 29th at 9:30.

Davis Bates, storyteller, will be performing on Saturday, April 29th and on Saturday, May 13 at the new Library.

Friends of the Library Book Sale will be held on Saturday, May 13th from 10:00 to 2:00.

All Library events can be found on the online Calendar of Events.

Friends will be gathering at the former library on Thursday, May 11th to load books for the Book Sale in cars and trucks. Friends will meet again on Friday, May 12th to begin unloading books and setting up for the Book Sale. All volunteers are welcome.

## **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, May 8th at 6:30 p.m.

## **10. Adjournment**

A motion was made by Judith Katz “to adjourn the meeting at 8:37 p.m.” This motion was seconded by Dominique Ross and was approved unanimously by a roll call vote of the Trustees who were present.

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 March Report
- April State Aid/Community Center Expenditures