

Upton Town Library Board of Trustees  
Remote “Microsoft Teams Meeting”  
Regular Monthly Meeting  
May 8, 2023

The Upton Town Library Board of Trustees’ monthly remote meeting was called to order at 6:35 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

Dominique Ross

Bill Taylor

Laurie Wodin

Also participating remotely in the meeting:

Matthew Bachtold, Director, Upton Town Library

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

The Trustees began the meeting by giving well-wishes to Sadie Gilronan as this would be her last Board meeting as a Trustee. Much praise was given to Sadie and her valued service as a Trustee, as well as accolades for her long service as a Director of the Friends of the Upton Library. Sadie will be missed.

The agenda was approved by unanimous consent of Trustees.

## **2. Review and Approve April 10th Meeting Minutes**

Judith Katz made a motion “to accept the minutes of April 10th, 2023, as written.” This motion was seconded by Dominique Ross and was approved unanimously by a roll call vote of the Trustees.

### **3. Monthly Vouchers**

Laurie Wodin made a motion “to approve the vouchers as submitted.” This motion was seconded by Dominique Ross and was approved unanimously by a roll call vote of the Trustees.

### **4. Monthly Financial Report**

Sadie Gilronan made a motion “to approve the Financial Report as written.” This motion was seconded by Laurie Wodin and was approved unanimously by a roll call vote of the Trustees.

### **5. Director’s Report**

- a. Matthew Bachtold reported that the Book Walk to commemorate the opening of the new Upton Library was a great success. 162 children and adults participated.
- b. Matthew reported that in March of 2023, at the Knowlton-Risteen site, an average of 49 people visited the Library daily and 15 new patrons registered for Library cards during the month.  
In contrast, 149 people visited the new Library daily and 19 new patrons registered for Library cards in the first week of May 2023.
- c. The guest internet in the Library will be available beginning the week of May 15.
- d. The desk top computers are hard wired. The staff and public computers will be hard wired when all the technology is up and running.
- e. The FY ‘24 budget was approved at Town Meeting.
- f. The Library Assistant position may be filled sooner than expected because more money is available in the town’s budget due to the schools requesting less money than expected.
- g. There are no ramp updates. The ramp is not operational.

- h. A discussion ensued about the possibility of organizations double booking for the Great Room. (There is no main booking calendar shared by town departments.) It was suggested that a spreadsheet be created that could be shared by all stakeholders when the room is booked. At the very least, Maggie Gunderson, Director of Elder and Human Services, and Matthew Bachtold should be notified when an application for reserving the Great Room is received.
- i. The playground is open, except for the swings and lower playground.
- j. Matthew reported that the price of the plaque honoring John Robertson is \$436.00.
- k. Matthew is now a certified Food Protection Server.
- l. Matthew will discuss the Adult Librarian posting with Sandra Hakala.

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

The Friends of the Library Book Sale will be held on Saturday, May 13th from 10:00 a.m. to 2 p.m. Volunteers for set-up on Friday and to work at the sale on Saturday are welcome.

## **7. Topics not reasonably anticipated by the Chairman 48 Hours in Advance**

None

## **8. Audience Participation**

None

## **9. Next Regular Meeting**

The next regular meeting of the Board of Trustees will be held on June 12, 2023 at 6:30 p.m. The meeting will be conducted in a hybrid format. Trustees can choose to attend the meeting in person at the Community Center, or can

participate remotely using the Teams Link. The Agenda will be posted by May 31st.

## **10.Adjournment**

The meeting was adjourned at 7:47 by a consensus of the Trustees.

Respectfully submitted,

Charlotte Carr, Clerk  
The Upton Library Board of Trustees

### **Documents included/discussed at the May 8, 2023 meeting of the Library Trustees:**

- Agenda
- Draft Minutes from April 10, 2023
- Director's Report from April 2023
- Financial Report May 8, 2023
- Vouchers for May 2023
- Memorial Plaque Invoice
- State Aid Expenditures