

Upton Town Library Board of Trustees  
Hybrid Meeting  
(Microsoft Teams Remote Meeting and In-Person Meeting at the Upton Town Library)  
Regular Monthly Meeting  
June 12, 2023

The Upton Town Library Board of Trustees' monthly meeting was called to order at 6:30 p.m. The Library Trustees participating in-person, unless otherwise noted, were:

Debbie Amorelli (Chair of the Trustees and Organizer of the Meeting)  
Charlotte Carr  
Tamosin Johnson-Hellegers  
Judith Katz (absent)  
Alycia Phylis (absent)  
Joseph Poirier (remote participation)  
Dominique Ross (remote participation)  
Bill Taylor  
Laurie Wodin

Also participating (in-person) in the meeting:

Matthew Bachtold, Director, Upton Town Library  
Lee Ann Murphy, Children's Librarian, Upton Town Library  
Alisa Bernat, President, Friends of the Upton Library

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

The agenda was approved by unanimous consensus of the Trustees.

## **2. Welcome New Trustees**

Recently elected Trustee, Joseph Poirier, was introduced to the Board. Trustees noted that Joseph's Godfather, George Klink, was a longtime beloved Trustee and patron of the Upton Town Library.

## **3. Elect FY '24 Officers**

The following officers were elected unanimously by roll call votes of the Trustees for the 2023-2024 year:

**Chair:** Debra Amorelli  
**Co-Chair:** William Taylor  
**Clerk:** Charlotte Carr

#### **4. Authorize Signers for the Vouchers**

Laurie Wodin made a motion to “authorize Bill Taylor as the primary signer and Deborah Amorelli as the secondary signer of Library Vouchers.” This motion was seconded by Bill Taylor and was approved unanimously by a roll call vote of the Trustees.

#### **5. Review and Approve May 8th Meeting Minutes**

Bill Taylor made a motion to “accept the May 8th Meeting Minutes as written.” This motion was seconded by Laurie Wodin and was approved unanimously by a roll call vote of the Trustees.

#### **6. Monthly Vouchers**

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

The Trustees will approve the late June vouchers at the July 10th meeting of the Trustees.

#### **7. Monthly Financial Report**

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

#### **8. Director’s Report**

##### **a. Holiday Schedule:**

The Holiday Schedule as presented by Matthew Bachtold in the Director's Report was approved by unanimous consensus of the Trustees.

**b. Personnel - Adult Librarian/Library Assistant:**

Micaela Austin has been promoted and will begin her new position as the Adult Librarian on July 2, 2023. Matthew Bachtold will file the form required for promotions with the Town Manager. There will now be an open position for a Library Assistant. A search for candidates will begin in mid-July.

It was noted that the Library Trustees have hiring authority for the position of Director of the Library. The Library Director will have the responsibility for all other hiring of Library Personnel with no involvement of the Trustees. The MBLC states this hiring policy on their website. This policy is also consistent with the Personnel Policies approved by a previous Upton Town Meeting.

**c. Summer Hours:**

9 a.m. - 4:00 p.m. Monday

9 a.m. - 8:00 p.m. Tuesday, Wednesday and Thursday

9 a.m. - 4:00 p.m. Friday and Saturday

**d. Director Evaluation/ Goals:**

The Trustees will look at the goals on Matthew Bachtold's last review, and will come prepared with this information and suggestions for Matthew's latest review for the July meeting of the Trustees.

Bill Taylor made a motion "to approve the merit increase for Matthew Bachtold, which is 1 step plus 2.5 %, effective July 1st." This motion was seconded by Tam Johnson and was approved unanimously by a roll call vote of the Trustees.

**e. Long Range Plan:**

There will be a Trustee Meeting on Monday, July 24th, to discuss the

Long Range Plan for the Library. The three year plan is due to the MBLC by October 1, 2023 in order for the Upton Library to be eligible for certain grants. Matthew Bachtold will solicit ideas through email.

**f. Programs:**

Matthew presented four different models of programs for the Library.

1. Staff Programming. These programs are run in-house by Library staff, are always free and directly relate to the Library's Mission Statement.
2. Library Staff hires outside presenters. These programs are free to all and are paid for by grants and the Library budget.
3. Guest programs. These programs will be presented by local people who want to share knowledge or a skill. The application to run a program will be available through the Library. A stipend may be available.
4. Paid Programs. A framework is available. The Trustees and Matthew will conduct informal research on these types of programs before they are offered.

## **9. Discussion of Summer Reading Program - Lee Ann Murphy**

Lee Ann Murphy, Children's Librarian, sent a Powerpoint to all Trustees with highlights from the Summer Reading Program called "Find Your Voice." The Summer Program begins on June 20th. A presentation by the Traveling Lantern called "Rhonda Appleseed" will be held on Friday, June 23rd at Nipmuc High School. Many exciting programs will be held during the eight week Summer Program. The Summer Program officially ends on August 12 with an ice cream party hosted by the Friends of the Library.

Lee Ann mentioned that the Price Chopper, Unibank, Wegman's and the Friends of the Library have all contributed funds for programming for the Summer Reading Program.

The Trustees thanked Lee Ann for all her efforts to make the Library a wonderful and exciting place for children and young adults.

## **10. Friends of the Library Update - Alisa Bernat**

Alisa Bernat announced that the Spring Book Sale was very successful. The Friends are sponsoring the food for the dedication ceremony of the Community Center on June 14, 2023.

The Trustees thanked Alisa for all her work and that of the Friends on behalf of the Library.

## **11. Topics Not Reasonably Anticipated by the Chairman Twenty-four Hours in Advance of the Meeting**

None

## **12. Audience Participation**

None

## **13. Next Regular Meeting**

The next regular meeting of the Trustees will be held remotely on Monday, July 10, 2023 at 6:30 p.m. The link for the meeting can be found on the July 10th Library Trustees' agenda on the Town of Upton website.

There will be a hybrid meeting of the Trustees on July 24th to discuss the Long Range Plan.

## **14. Adjournment**

The meeting was adjourned at 9:01 by a consensus of the Trustees.

Respectfully submitted,

Charlotte Carr, Clerk  
The Upton Library Board of Trustees

**Documents included/discussed at the June 12, 2023 meeting of the Library**

## **Trustees:**

- Agenda
- Draft Minutes from May 8, 2023
- Director's Report from May, 2023
- Financial Report June 12, 2023
- Vouchers for June 2023
- Summer Reading Program PowerPoint