

Upton Town Library Board of Trustees  
Regular Remote Monthly Meeting  
July 10, 2023

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

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

Also participating in the meeting:

Matthew Bachtold, Director, Upton Town Library

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

The agenda was approved by unanimous consensus of the Trustees.

Newly elected Trustee Alycia Phylis was introduced and welcomed to the Board of Trustees.

Alycia questioned the practice of sending multiple emails to Trustees before meetings, and wondered if the emails could be combined, making the process more efficient. Chair Debbie Amorelli remarked that there are many senders, so combining may be difficult. Matthew Bachtold said he would try to combine his reports, etc. and send out fewer emails.

## **2. Review and Approve June 12 Meeting Minutes**

Laurie Wodin made a motion "to accept the June 12, 2023 minutes as printed." This motion was seconded by Tam Johnson-Hellegers and was approved by a

majority of the Trustees. There were two abstentions, Judith Katz and Alycia Phylis.

### **3. Final FY '23 Vouchers**

Matthew Bachtold shared his screen so he could explain the vouchers to the new Trustees.

Judith Katz made a motion “to accept the FY ‘23 vouchers.” The motion was seconded by Laurie Wodin and was approved unanimously by a roll call vote of the Trustees.

### **4. Monthly Vouchers**

Judith Katz made a motion “to accept the FY ‘24 monthly vouchers.” This motion was seconded by Laurie Wodin and was approved unanimously by a roll call vote of the Trustees.

### **5. Financial Reports**

Laurie Wodin made a motion “to accept the Financial Report dated 7/10/23.” This motion was seconded by Judith Katz and was approved unanimously by a roll call vote of the Trustees.

Judith Katz made a motion “to accept the Financial Report for the beginning of FY ‘24.” This motion was seconded by Tam Johnson-Hellegers and was approved unanimously by a roll call vote of the Trustees.

### **6. Director’s Report**

Matthew reported that Micaela Austin started her new position as Adult Librarian on July 1st. Matthew will begin to transfer collection development and programming duties over to her.

July and August will be planning months and new services will begin in September.

Initial projects in planning are:

- Policy/Procedure for inviting local experts to give presentations
- Technology instruction programs
- Directed acquisition of additional ebook titles

The position of Library Assistant will be posted in mid-July.

Matthew reported that there has been some negative feedback about the parking lot. There is no curb cut in front of the Senior Center door to allow for access for people with disabilities. (There is a curb cut in front of the door to the Library.) The Town of Upton has contacted a Civil Engineer to evaluate the parking lot. The Town will need to appropriate \$15,000 for the study. Matthew reported that the Community Center and the VFW have maintained a good relationship since the Center's opening.

There will also be a study to build a bridge from the Grove Street Parking Area to the ballfields at the VFW. Parking space for the Community Center can be an issue when ball games are taking place on the VFW fields.

## **7. Library Director Performance Appraisal and Goals**

Matthew Bachtold's Performance Appraisal was postponed until the August meeting of the Trustees. Matthew agreed to set up a Google Doc so the Trustees can write their evaluative numbers for the Uniform Criteria and Performance Objectives before the August meeting.

## **8. John Robertson, Jr. Memorial Plaque Ceremony**

Tam Johnson Hellegers spoke with Katherine Robertson about the possibility of having a "Teddy Bear Picnic" on a Saturday afternoon in the fall to honor John Robertson, Jr. The Trustees and Matthew had many suggestions for activities for this celebration of John's life and his many contributions to the Town of Upton. Some ideas were:

- Read alouds by different volunteers throughout the afternoon
- Planting seeds with the children
- A video tribute including people who worked with John over his many years of service
- bagpipes

Matthew will discuss the plans with his staff.

## **9. Discuss Gift of Books from Trustees in Memory of John Robertson, Jr.**

Books from the book list generated by discussions with Cynthia and Katherine Robertson and John's friends will be purchased by "John Robertson Day" and will be on display in the Children's Room before being placed in the collection.

## **10. Next Meeting**

There will be a hybrid Trustee Meeting on Monday, July 24th, at 6:30 p.m. 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.

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

None

## **12. Audience Participation**

None

## **13. Adjournment**

The meeting was adjourned at 8:36 by a consensus of the Trustees.

Respectfully submitted,

Charlotte Carr, Clerk  
The Upton Library Board of Trustees

## **Documents included/discussed at the July 10, 2023 meeting of the Library Trustees:**

- Agenda
- Draft Minutes from June 12, 2023

- Director's Report from June, 2023
- FY '24 Starting Financials
- FY '23 Financials
- Fy '24 Expense Vouchers