

Upton Town Library Board of Trustees
Microsoft Teams Remote Meeting
Regular Monthly Meeting
August 14, 2023

The Upton Town Library Board of Trustees' monthly meeting was called to order at 6:30 p.m. The Library Trustees participating were:

Debbie Amorelli (Chair of the Trustees and Organizer of the Meeting)

Charlotte Carr

Tamosin Johnson-Hellegers (absent)

Judith Katz

Alycia Phylis

Joseph Poirier

Dominique Ross

Bill Taylor

Laurie Wodin

Also participating in the meeting:

Matthew Bachtold, Director, Upton Town Library

Micaela Austin, Adult Librarian, Upton Town Library

1. Open Meeting and Review Agenda

The agenda was approved by a consensus of the Trustees.

2. Review and Approve July 10 and July 24 Meeting Minutes

Bill Taylor made a motion to approve the minutes from the July 10 meeting of the Trustees. This motion was seconded by Dom Ross and was approved unanimously by a roll call vote of the Trustees.

Judith Katz made a motion to approve the minutes from the July 24 meeting of the Trustees. This motion was seconded by Bill Taylor and approved unanimously by a roll call vote of the Trustees.

3. Monthly Vouchers

Laurie Wodin made a motion to approve the monthly vouchers as submitted. This motion was seconded by Joe Poirier and was approved unanimously by a roll call vote of the Trustees.

4. Monthly Financial Report

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

5. Director's Report

Concerns over the Storytime registration and the waitlist were raised. There are more children/families interested in attending than there is space. Lee Ann and Matthew are aware of the concerns. A Saturday Storytime has been added to include children whose parents are not able to get to weekday storytimes. Other possibilities are being considered to include more children.

Matthew updated the Trustees on the Community Center. There is a Civil Engineer working on a few of the challenges, including the lines in the parking lot and the need for a curb cut in front of the Senior Center Entrance.

Some children have received abrasions due to the stone dust from the path getting on the slides. All feedback regarding the playground should be sent to the town.

Matthew has purchased a few small items to improve the interior of the Library, including diaper containers and improved signage for the rest rooms.

Other topics included in the Director's Report:

a. Aris Form Approval

Laurie Wodin made a motion to approve the Aris Form as completed. This motion was seconded by Dom Ross and was approved unanimously by a roll call vote of the Trustees.

b. Strategic Plan Goals

Matthew created a document which included all the ideas generated from the Trustees' July 24 meeting. A discussion was held. It was suggested that a feedback form for adult programming be created. It was noted that Lee Ann Murphy does send out a feedback form through a Google Link to all participants in her Children and Young Adult Programs.

A suggestion was given to have the Library's website reviewed for accessibility.

Another suggestion was to increase the Library's presence on Social Media.

Matthew will work on a second draft of the Strategic Plan Goals for the September meeting of the Trustees.

c. Review Library Local Expert Policy

The Trustees reached a consensus to move the Local Policy Expert Document created by Matthew Bachtold ahead to the Town Manager as the next step in the required stages of review.

d. Employee Recruitment Update

The Town has received 19 applications for the Library Assistant positions. Matthew has reviewed the applications and is confident that there will be sufficient qualified applicants to interview. Matthew and the Personnel Board will screen applications in mid-August, and schedule interviews for the last week of August.

e. Installation of Open/Closed Flag

Matthew and the Trustees engaged in a discussion about how difficult it is for patrons to determine from the street or parking lot if the Library is open or closed. Matthew would like to install an Open/Closed flag similar to those at nearby businesses. He will propose the idea of the flag to the Building Committee.

6. John Robertson, Jr. Memorial Plaque Ceremony and Book Donation

Laurie Wodin and Charlotte Carr will report on progress made on planning the Celebration at the September meeting of the Trustees.

7. Discussion of Spanish Reading Collection (submitted by Dominique Ross)

Dominique Ross made a motion to move the discussion on the Spanish Reading Collection to the Trustees' September meeting. This motion was seconded by Laurie Wodin and approved unanimously by a roll call of the Trustees.

8. Next Meeting

The next meeting of the Library Board of Trustees will take place on Monday, September 11, 2023 at 6:30 p.m. This will be a remote meeting.

9. Topics Not Reasonably Anticipated by the Chairman 48 Hours in Advance

None

10. Audience Participation

None

11. Adjournment

A consensus was reached among the Trustees to adjourn the meeting at 8:53 p.m.

Respectfully submitted,

Charlotte Carr, Clerk
The Upton Library Board of Trustees

Documents included/discussed at the August 14, 2023 meeting of the Library Trustees:

- Agenda
- Draft Minutes from July 10 and July 24
- Director's Report August 2023
- Financial Report August 2023
- Vouchers August 2023
- ARIS 2023 Form
- Spanish Language Book Collection
- Strategic Plan Action Plan FY '24
- Local Expert Guidelines and Application