

Upton Town Library Board of Trustees
Microsoft Teams Remote Meeting
Regular Monthly Meeting
September 11, 2023

The Upton Town Library Board of Trustees' monthly meeting was called to order at 6:34 p.m. The Library Trustees participating were:

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

Also participating in the meeting:

Matthew Bachtold, Director, Upton Town Library

1. Open Meeting and Review Agenda

The agenda was approved by a consensus of the Trustees.

2. Review and Approve August 14th Meeting Minutes

Laurie Wodin made a motion to approve the minutes as amended from the August 14, 2023 meeting of the Trustees. This motion was seconded by Bill Taylor and was approved unanimously by a roll call vote of the Trustees.

3. Monthly Vouchers

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

5. Director's Report

a. Statistics

Circulation was up slightly in August, and the visitor count was down by 2 from July.

During the first week of school, Matthew Bachtold noticed fewer children in the Library. He also noticed more drop-in usage of study rooms and work spaces for adults.

Most children's programs are running close to maximum capacity. Lee Ann Murphy and Matthew Bachtold continue to work on long-term solutions which may involve increased staffing. In the meantime, the capacity for preschool storytime has been expanded to 16, and the capacity for Music and Movement has been increased to 25.

b. Community Events

Matthew reported that many of the Community Events are being booked by outside people.

c. Community Center Update

Minor repair work and warranty issues are being resolved such as paint touch ups, gutter adjustments and some kitchen equipment repairs. All the construction issues are close to being finished and will soon transition to maintenance. The Building Committee is working on some site improvements, including re-design of the parking lot layout and better drainage for the lower playground. There will be a curb cut for handicapped access in front of the Senior Center door.

The Open/Closed Flag discussed by the Trustees must have initial approval by DPW Director Dennis Westgate, who is also the Facilities Manager. The Selectmen have final sign approval for all town-owned buildings.

d. Personnel Update

Library Assistant Sue Roecker is retiring. Her last day of work will be September 20, 2023.

The Library has made job offers to three candidates for the Library Assistant positions. There are 45 hours per week budgeted to divide among the three new hires.

The HR Department and Matthew agreed that it would be a good opportunity to hire these three qualified candidates now, which will provide much flexibility to respond to staffing needs for the rest of the year and may address any changes that are needed for FY25.

Each of the successful candidates has some unique skills and experience to add to the Library staff.

Required medical screening appointments may delay start dates for the new personnel into early October.

Matthew updated the Goals in the Action Plan as discussed in the last Trustees' meeting.

Bill Taylor made a motion to approve the Action Plan section of the Long Range Plan. This motion was seconded by Dominique Ross and was approved unanimously by a roll call vote of the Trustees.

6. Library Director Performance Review

The Trustees agreed that any number in the Director's Performance Review with a decimal place that was .5 or above would be rounded up to the next whole number.

Tam Johnson-Hellegers made a motion to adjust numbers in the Director's Performance Review up to the next whole number when ending in .5 or above. This motion was seconded by Bill Taylor and was approved unanimously by a roll call vote of the Trustees.

Debbie Amorelli will adjust the numbers accordingly and will finalize the Performance Review for Matthew.

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

Laurie Wodin and Charlotte Carr are planning a dedication ceremony in honor of John Robertson on Saturday, December 9, 2023 in the classroom at the Library. There will be a presentation to family and invited guests, followed by a program for children. The programs will take place in the afternoon. Exact times to be determined.

Debbie Amorelli will pay for the book donations to the Library in John's name from the money collected for this purpose.

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

Dominique Ross reported that books written in Spanish are difficult to find and/or are not available through the Town Library to students in the Spanish Immersion Classes in the Mendon-Upton School District. Dom is acting as an advocate for these families. She will gather information about how many students are in the Immersion Program, including students that are "choiced in" from surrounding communities. Dom will explore resources that may be available for these students. She will report her findings to Lee Ann and Matthew so these students can be better served by our Library.

Matthew suggested to Dom that lists of Summer Reading Books written in Spanish should be submitted to the Library in early May to insure their availability in June.

9. Next Meeting

The next meeting of the Library Board of Trustees will take place on Monday, October 16, 2023 at 6:30 p.m. This will be a remote meeting.

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

Matthew reported that a repair ticket has been submitted for the wireless printing at the Library which is still not functional. Alycia Phylis offered her husband Brad's services. It was suggested that Brad Phylis could reach out to

Steve Rakitin for more information.

Matthew announced that the Library may begin opening on Mondays on November 1, 2023.

11. Audience Participation

None

12. Adjournment

A consensus was reached among the Trustees to adjourn the meeting at 8:15 p.m.

Respectfully submitted,

Charlotte Carr, Clerk
The Upton Library Board of Trustees

Documents included/discussed at the September 11, 2023 meeting of the Library Trustees:

- Agenda
- Draft Minutes from August 14
- Director's Report August 2023
- Financial Report September 2023
- Vouchers September 2023
- Spanish Language Book Collection
- Revised Strategic Plan Action Plan FY '25
- Link to Director's Evaluation Form