

**NORTHBOROUGH FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES NOVEMBER 14, 2023**

**PRESENT:** Michelle Rehill (Chair), Mitch Cohen, Jocelyn McElhiney, Beth Tsamis, Richard Tucker, Brittany Burns, Pat Fontes, Jim Hogan

**ALSO PRESENT:** Jennifer Bruneau (Library Director)

**CALL TO ORDER, OPENING REMARKS, AND APPROVAL OF THE MINUTES:** This being a remote meeting conducted via Zoom, Chair read aloud Gov. Healey's standard advisory regarding permitted on-line meetings. Chair next conducted a **ROLL CALL** attendance of Board members present. She then asked for a motion to approve the minutes of the meeting of October 10, 2023. Motion made by J. McElhiney, seconded by M. Cohen. **A ROLL CALL** vote was conducted and the minutes were approved unanimously.

**APPROPRIATIONS REPORT:** The budget remains on track with 31% expended.

**LIBRARY DIRECTOR'S REPORT:** The Report stands as submitted.

**NEW BUSINESS:** Director Bruneau presented two items to the Board which require Board vote of approval

# 1 "Motion: I move to allow the Library to close early on Wednesday, November 22, 2023, in alignment with any decision of the Select Board to close other Town offices early. Should the Select Board not vote to close Town offices early, the Library will keep to its previously determined hours of operation." She then explained that the Library was presently planning on closing @ 3 PM on Nov. 22 and this motion will put the Library in compliance with all other Town departments. Motion made by J. Hogan, seconded by B. Tsamis. **A ROLL CALL** vote was conducted and the motion passed unanimously.

# 2. J. Bruneau next presented for Board approval a list of full and early closures for 2024

Monday, Jan. 1, New Year's Day

Monday, Jan. 15, MLK Day

Monday, Feb. 19, President's Day

Monday, April 15, Patriot's Day

Saturday, May 25 & Monday, May 27, Memorial Day Weekend

Wednesday, June 19, Juneteenth

Thursday, July 4, Independence Day

Saturday, August 31 & Monday, September 2, Labor Day Weekend

Monday, October 14, Columbus Day/Indigenous People's Day

Monday, November 11, Veterans' Day

Thursday, November 28 & Friday, November 29, Thanksgiving and day after Thanksgiving

Wednesday, December 25, Christmas

**EARLY CLOSING DAYS**

Thursday, April 11, close @ 2PM for staff development training

Thursday, Aug. 8, close @ 2PM for staff development training

Wednesday, Nov. 27, day before Thanksgiving, usually close @ 3 PM

Thursday, December 12, close @ 2 PM for staff development training

Tuesday, Dec. 24, Christmas Eve, usually close @ noon

Tuesday, Dec. 31, New Year's Eve, usually close @ 3 PM

Motion to approve the above closing dates and times made by R. Tucker, seconded by B. Burns. A **Roll Call** vote was conducted and the motion passed unanimously.

**The next meeting of the Board will be On December 12, 2023 @ 7 PM. It will be remote via Zoom.**

There being no further business before the Board, Chair asked for a motion to adjourn. Motion made by J. McElhiney, seconded by P. Fontes. A **Roll Call** vote was conducted and the motion to adjourn passed unanimously.

The meeting was adjourned @ 7:29 PM.

Respectfully submitted,

Jim Hogan, Board Secretary

**DOCUMENTS REFERENCED DURING THIS MEETING OF NOVEMBER 14, 2023**

1. Agenda for this meeting of November 14, 2023
2. Minutes of the meeting of October 10, 2023
3. Appropriations Report for November 2023
4. Library Director's Report, including the two motions requiring Board vote of approval