

**NORTHBOROUGH FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES FEBRUARY 13, 2024**

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

NOT PRESENT: Jim Hogan

ALSO PRESENT: Jenn Bruneau (Library Director), Desiree Powell (Friends of the Library President)

CALL TO ORDER, OPENING REMARKS, & APPROVAL OF THE MINUTES: Chair called the meeting to order @ 7:04 PM. 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.

INTRODUCTION AND WELCOME TO PRESIDENT OF THE FRIENDS OF THE LIBRARY Desiree introduced herself to the board and shared her vision of increasing visibility of the Friends, streamline membership and interaction with the Friends, and create more events beyond fundraisers. Friends are expecting to hit 250,000M books sold and hope to plan a milestone celebration!

MOTION TO ACCEPT MINUTES Chair asked for a motion to accept the minutes of the meeting of January 9, 2024. Motion to accept made by Mitch C second by Pat F. A **ROLL CALL** vote was conducted and the minutes were accepted unanimously.

APPROPRIATIONS REPORT: An internal adjustment was made to reallocate funds from Print to Nonprint media, bringing budget in line with actual media purchases. The budget remains on track with 53% expended.

LIBRARY DIRECTOR'S REPORT: The Report stands as submitted with one update to a previous item. The part is on order to repair the parking lot light that was previously damaged, this should be replaced in the next few weeks.

NEW BUSINESS:

Long Range Planning Subcommittee Report: Subcommittee met 2/12 to review the Memorandum of Understanding (MoU) between the Board of Trustees and Friends of the Library. The subcommittee will be reviewing and finalizing their meeting minutes, complete a review of the MoU and consult with Town Counsel. The subcommittee will bring a recommendation to the full Board of Trustees at the March meeting.

Public Use of the Internet Policy: Director Bruneau brought two policies to the Board to ask for consolidation and updates. There was one change proposed to first paragraph

after bulleted list. Pat F. recommended the following language update: "While Staff can assist staff with basic search guidance, staff cannot perform extensive searches for patrons or resolve problems with personal accounts". Brittany B. asked to include "Computer" in policy title.

Motion to approve with paragraph change, addition of "Computer" to the title, and standardize capitalization made by Jocelyn M., seconded by Pat F. A **ROLL CALL** vote was conducted and the motion was approved unanimously.

The next meeting of the Board will be March 12, 2024 @ 7 PM. It will be held in person at the Library.

ANY OTHER BUSINESS THAT MAY COME BEFORE THE BOARD: Chair asked for approval of minutes from the December 12, 2023 meeting. Motion to accept made by Richard T. second by Beth T. A **ROLL CALL** vote was conducted and the minutes were accepted with one abstention (Mitch C was absent)

There being no other business to come before the Board, Chair asked for a motion to adjourn. Motion made by Mitch C., seconded by Brittany B. A **ROLL CALL** vote was conducted and the motion passed unanimously. The meeting was adjourned @ 7:36 PM

Respectfully submitted,

Jocelyn McElhiney, Acting Secretary

DOCUMENTS REFERENCED DURING THIS MEETING OF FEBRUARY 13, 2024

1. Agenda for this meeting of February 13, 2024
2. Minutes of the December 12, 2023 meeting of
3. Minutes of the January 9, 2024 meeting
4. Appropriations report for January 2024
5. Library Director's Report for January 2024