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By KWilber/Assistant Town Clerk at 11:51 am, Nov 09, 2023

**NORTHBOROUGH FREE LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES SEPTEMBER 12, 2023**

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

NOT PRESENT: Michelle Rehill

ALSO PRESENT: Jenn Bruneau (Library Director), Katrina Ireland (Children's Librarian)

CALL TO ORDER, OPENING REMARKS & APPROVAL OF THE MINUTES: Vice Chair M. Cohen called the meeting to order @ 7:05 PM. He noted that in the absence of Chair Michelle Rehill he would be chairing the meeting. Since this was remote meeting via Zoom, Chair read aloud Gov. Healey's Standard advisory regarding permitted on-line meetings. He then conducted a **ROLL CALL** vote of Board members present. He next asked for a motion to accept the minutes of the Board meeting of July 11, 2023. Motion made by P. Fontes, seconded by B. Burns. A **ROLL CALL** vote was conducted and the minutes were accepted unanimously.

APPROPRIATIONS REPORT: This report was for July and August, 2023. The Fy 24 budget is on track with a total expenditure of 16 %.

SEPTEMBER LIBRARY REPORT: The report stands as submitted with two additions. The LED replacements are now scheduled for October. Kudos to the Library for its recent work with the migrants who have been lodged in Northborough.

NEW BUSINESS: Board action is required on the following issues;

1. **The Library Historic Marker.** Motion to approve the Marker as submitted made by B. Tsamis, seconded by J. McElhiney. Motion passed unanimously with one abstention.
2. **Policy consolidations.** Objective is to consolidate separate existing policies into one document that will be regularly updated and to eliminate outdated policies. The policies are itemized below and were accompanied by ample explanations for each.

Snow Closing Procedure. Eliminate. The Library will follow the Town policy regarding inclement weather. Motion to adopt made by J. McElhiney, seconded by P. Fontes. Motion passed unanimously.

New Community Board Policy. This policy explains how the Library's bulletin boards may and may not be used. It applies to both virtual and in-house boards. The Library Director, with Board support, will make the ultimate decisions regarding boards. Motion to approve made by B. Burns, seconded by J. McElhiney. The motion passed unanimously

Exam Proctoring Policy. This is an update to the existing policy. It includes updates to contact information and language about reserving hot spots or laptops. Motion to approve made by B. Tsamis, seconded by J. McElhiney. Motion passed unanimously.

Room Requirement Use Policy. An update to existing policy. Number of bookings a group can make at one time is increased from 3 to 6. Motion to approve made by J. McElhiney,

seconded by P. Fontes. Motion passed unanimously.

Director Bruneau noted that additional policy Changes are in progress but must be reviewed by the Governance sub-Committee and will be included on the agenda for the October meeting.

3. **Halloween Event October 28th.** Children's Librarian, Katrina Ireland briefed the Board on the details about the Hunted House event to take place on the evening of 10.28. She requested Board approval to close the library that day so that they can transform the space for this unique event. Motion to approve made by J. McElhiney, seconded by B. Tsamis. The motion passed unanimously.

The next meeting of the Board will be October 10, 2023 @ 7:00 PM. It will be in-person at the Library.

There being no further business before the Board, Chair entertained a motion to adjourn. Motion made by P. Fontes, seconded by J. McElhiney. The motion passed unanimously.

Chair adjourned the meeting @ 8:01 PM.

Respectfully submitted,
Jim Hogan, Board Secretary

DOCUMENTS REFERENCED DURING THIS MEETING OF SEPTEMBER 12, 2023

1. Agenda for this meeting of September 12, 2023
2. Minutes of the meeting of July 11, 2023
3. Appropriations Report for September 2023
4. Library Report for September 2023
5. List of policy updates/changes with accompanying explanations
6. Final language for the Library Historic Marker.