

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

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

NOT PRESENT: Mary Crowley

ALSO PRESENT: Jennifer Bruneau (Library Director)

CALL TO ORDER, OPENING REMARKS, & APPROVAL OF THE MINUTES: Chair called the meeting to order @7:02 PM. Since this was a remote meeting held via Zoom, Chair read aloud Gov. Healey's standard advisory regarding public meetings during the pandemic. She next conducted a **ROLL CALL** attendance of Board members present. Chair asked for a motion to approve the minutes of the meeting of January 10, 2023. Motion made by R. Tucker, seconded by M. Cohen. A **ROLL CALL** voted was conducted and the minutes were approved unanimously.

APPROPRIATIONS REPORT: The budget remains on track with 58% expended. A question was raised about book ordering. Director Bruneau stated that posted payments can lag behind actual orders, but that ordering is on schedule.

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

NEW BUSINESS: Director Bruneau led the Board through the three new business items listed in the Director's report.

1. Chair asked for a motion to approve the three dates requested for early closure (2 PM) to allow for staff development sessions. The dates are: April 13, August 3, and December 7. Motion made by M. Cohen and seconded by B. Tsamis. A **ROLL CALL** vote was conducted and the three dates were approved unanimously.
2. The Library has been awarded an unrestricted grant of \$66,210. The Director will work with Building & Grounds Committee. The goal at this point is to direct the money toward building improvements. No action is required of the Board at this time.
3. Budget overview. Director Bruneau led the Board through each line item in the FY24 budget. She noted that the numbers for some line items will vary as the new Town Facilities Manager is centralizing many items under Utilities. She also noted that the supplemental budget request (for additional staff hours) did not make it into the actual budget. She and Chair Rehill will be discussing strategies for moving forward with this issue. They will involve the Administrative Committee.
4. An item not in the Director's Report deals with the proposed Town Historic Marker to be installed in front of the Library. Director will work with Building & Grounds Committee.

THE NEXT MEETING OF THE BOARD will be March 14, 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 P. Fontes, seconded by J. McElhiney. A **ROLL CALL** vote was conducted and the motion passed unanimously.

The meeting was adjourned @ 7:41 PM.

DOCUMENTS REFERENCED DURING THIS MEETING OF FEBRUARY 14, 2023

1. Agenda for this meeting of February 14, 2023
2. Minutes of the meeting of January 10, 2023
3. Appropriations Report for February 2023
4. Library Director's Report for February 2023
5. FY24 budget with explanations
6. Library organization chart and personnel expenses
7. Supplemental budget request

Respectfully submitted,

Jim Hogan, Board Secretary