

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

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

ALSO PRESENT: Jennifer Bruneau (library Director)

CALL TO ORDER, OPENING REMARKS, & APPROVAL OF THE MINUTES: Chair called the meeting to order @7:01. 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 February 14, 2023. Motion made by J. McElhiney, seconded by B. Tsamis. A **ROLL CALL** vote was taken and the minutes were approved with one abstention.

APPROPRIATIONS REPORT: The budget remains on track with 66% expended. Dir. Bruneau pointed out that line item #5449 (Building Maintenance) is over due to costly repairs to the building that had to be done. She is in contact with Town officials about this and they understand. It is possible that we will be able to cover this overage from other accounts. In any event, it will be taken care of.

LIBRARY DIRECTOR'S REPORT: The Report stands as submitted. Dir. Bruneau did wish to stress two items in the Report and then move on to the votes listed in New Business. Attendance has been very high and growing for all programs. All staff have now been through CPR training.

NEW BUSINESS: Chair and Dir. Bruneau led the Board through the three required votes.

#1. Chair asked for a motion TO ACCEPT A GRANT FROM THE MA CULTURAL COUNCIL IN THE AMOUNT OF \$66,210. Dir. Bruneau pointed out that the grant is unrestricted and that the plan is to use it for building related improvements. She will coordinate this with the Board's Building & Grounds Committee. Motion to accept the grant made by R. Tucker, seconded by B. Burns. Chair conducted a **ROLL CALL** vote and the motion passed unanimously.

#2 Chair asked for a motion TO ACCEPT THE CHANGES MADE TO THE HOTSPOT LENDING POLICY. Dir. Bruneau stated that the changes are needed because the "Hotspots" are in great demand and we need more control over them and see that they are returned on time. Motion to accept these changes made by M. Crowley, seconded by M. Cohen. Chair conducted a **ROLL CALL** vote and the motion passed unanimously.

#3 Chair asked for a motion TO APPROVE THE EXPENDITURE OF \$60,000 FROM THE ANNUAL FUND OVER TWO FYs TO RESTORE MONDAY MORNING HOURS BY INCREASING THE REFERENCE LIBRARY ASSISTANT TO FULL TIME (FROM 19 TO 40 HOURS PER WEEK). Dir. Bruneau noted that the Library is busier than ever, both traditional uses and formal programs. Mornings are especially busy. This is a plan that had been worked out with the Town pre-covid and is now being re-submitted in a slightly different form (Monday mornings as opposed to Thursday evenings). While very supportive of this effort, the Board expressed concern for using the Annual Fund to pay salaries. Salaries should be solely the responsibility of the Town. However, the motion to approve was made by J. McElhiney, seconded by M. Crowley. Chair conducted a **ROLL CALL** vote and the motion passed unanimously.

THE NEXT MEETING OF THE BOARD will be APRIL 11, 2023 @ 7 PM. Assuming State approval for remote meetings continues, this meeting will be remote via Zoom.

There being no further business before the Board, Chair asked for a motion to adjourn. Motion made by M. Cohen, seconded by J. McElhiney. A **ROLL CALL** vote was conducted and the motion passed unanimously.

The meeting was adjourned @ 7:48 PM

DOCUMENTS REFERENCED DURING THIS MEETING OF MARCH 14, 2023

1. Agenda for this meeting of March 14, 2023
2. Minutes of the meeting of February 14, 2023
3. Appropriations Report for March 2023
4. Library director's Report for March 2023
5. Draft motion to accept the grant (\$66,210) from the MA cultural Council with explanations/justifications.
6. Draft motion to accept the changes to the Hotspot lending policy with explanations and the requested changes
7. Draft motion to approve the expenditure of \$60,000 from the Annual Fund with explanations and actual budget numbers.
8. Letter from the Library Board of Trustees to Town Administrator John Coderre authorizing the above transfer of funds to the Town.

Respectfully Submitted,

Jim Hogan, Board Secretary.