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*By Karen Wilber at 8:30 am, Jun 10, 2022*

**Northborough Free Library**

**Board of Trustees**

**Meeting Minutes of April 12, 2022**

**Present:** Michelle Rehill, Mitch Cohen, Joan Scott, Neeta Karanjkar and Richard Tucker

**Not Present:** Jim Hogan, Mary Crowley and Charles Recchia

**Also Present:** Jennifer Bruneau (Library Director) and Scott Rogers (Selectman)

**Call to Order, Opening Remarks and Approval of the Minutes of the Prior Meeting:**

The meeting was called to order at 7:02 p.m. An attendance roll call was taken, and the minutes of the prior meeting of March 8, 2022 were approved unanimously by a roll call vote of the board upon the motion of Joan Scott, seconded by Neeta Karanjkar.

**Appropriations Report:** The budget remains on track at 68%. Discussion was had as to the line item of Substitute Salaries which is currently in a negative number. The director explained that there was increased need for substitutes resulting from the steps needed to be taken on account of the Covid flu. The director confirmed that the library is still within budget even with this increase in substitutes.

**Library Director's Report:** The Director reported to the board that the library had recently experienced a record monthly high number of items checked out. About ½ of the circulation increase was from the Children's Department. A second computer station the children's department desk was set up to handle this great increase of activity. All of the board were happy to hear from the director that "the patrons are back." The director provided an update of the Hoopla situation. Hoopla has made some changes to address the issue of the site using questionable sources and bad quality control. The library hasn't cancelled Hoopla as of this time but continues to monitor Hoopla's attempt at a new improved protocol.

**New Business:** The board and the director discussed the following matters:

1. ARPA funds. The town has received \$4 million in ARPA funds to be used by the town. The various departments have been notified and are being asked to submit ideas for the use of these funds. A long discussion took place in which various needs of the library were considered. It was decided, since many of the needs related to repair and physical improvements for the library, that the Board's Building and Grounds Committee should meet and attempt to provide a list from which the board might prioritize these needs and decide which should be submitted for consideration by the town administration. Selectman Rogers notified the board that the Board of Selectmen have postponed its consideration of this matter until June so that all departments would have time to consider their needs and submit proposals.
2. New Policy Regarding Laptop Lending. Laptop computer lending for the patrons is a new service of the library and the director submitted a draft of the proposed new policies regarding this service. After review of the proposed policies, and further discussion of the policy requiring an adult to borrow a laptop for any patron under 18 years of age, the board voted unanimously to accept the new policies upon the motion of Joan Scott, seconded by Richard Tucker.

**Any Other Business:** The chair appointed herself and Mary Crowley to the Building and Grounds Committee which is chaired by Mitch Cohen. It was announced by the chair that Joan Scott, Charles Recchia and Neeta Karanjkar will be resigning from the board effective the end of April.

**Date of the Next Meeting:** May 3, 2022

The chair entertained a motion to adjourn the meeting made by Neeta Karanjkar and seconded by Joan Scott. The meeting was adjourned at 8:06 p.m.

**Documents Referenced During Meeting of April 12, 2022:**

1. Agenda for the meeting of April 12, 2022;
2. Minutes of meeting of March 8, 2022
3. Library Director's Report for April 2022
4. Appropriations Report for April 2022
5. Laptop lending policies proposal

Respectfully submitted,

Richard Tucker, Substitute Secretary