



Dunbar Free Library
Board of Trustees Meeting
October 23, 2023 / 5:30 PM
Minutes

Trustees Present: Pat Beasley, Megan Alexander, Rita Friedman, Richard Sachs, Elizabeth Sofish (Betsy), Kim Leute, Alternate

Staff Present: Dawn Huston

Guests Present: Jane Deane Clark, Friends of the Dunbar Free Library; Carole Wood, Friends of the Dunbar Free Library

- 1) Call to order: Pat called the meeting to order at 5:32 p.m.
- 2) Approval of September 18, 2023 Minutes: The minutes of the September 18, 2023 meeting were approved unanimously after a motion from Megan, seconded by Rita.
- 3) Treasurer's Report: Megan reviewed her report for September, including her recommendations for staff holiday gifts. The gift total was slightly less than the total for last year. A motion to approve the report including the gift recommendations was made by Betsy, seconded by Rita, and passed unanimously.
- 4) Librarian's Report:
 - a) Dawn reviewed her report and responded to questions and comments from the Trustees.
 - b) She recommended a request of \$3,500 for the Equipment & Technology Fund for FY24-25. A motion to approve that request was made by Betsy, seconded by Rita, and passed unanimously.
 - c) September 2023 year to date circulation was virtually equal to that of September 2022. Attendance September 2023 year-to-date was about 1% lower than year-to-date September 2022. Monthly circulation in September 2023 was 4 items higher than September 2022, so they were virtually the same. Monthly attendance, however, was the big winner with a 20% increase in September 2023 over September 2022. Community members are continuing to enjoy our programming.
 - d) The concrete repair at the entrance is complete.
 - e) The new hotspots are very popular.
 - f) Events:
 - i) Reading with the Donkeys had 48 children and 55 adults! The donkeys provided their own flair.
 - ii) The first Adult Art Night had 22 participants. This is continuing monthly.
 - iii) Hallowe'en – 10/31 from 5-7 pm – we'll be giving out treats with a library flair and also some type of sweet.

- iv) September story times had great participation, with 53 children, and 55 adults.
- v) The light pollution program had 12 adults and two children.
- vi) The next Book to Movie is *The Unbearable Lightness of Being*, by Milan Kundera. Book discussion is 11/6, the movie is 11/9.
- g) The Librarian's Report was unanimously approved after a motion made by Richard and seconded by Megan.

5) Unfinished Business:

- a) Facilities Oversight.
 - i) Projects are proceeding on timeline and climate-sensitive items will be completed before the weather prevents them from happening;
 - ii) Electricity Information from Rita: The Town is negotiating with Community Power and this will be voted on at the March 2025 Town Meeting. Our current rate is reasonable. Rita recommended and the Trustees agreed that we wait until the results of the vote before considering changes. **Rita** will ascertain when we will know about the results of the vote and report back on this to the Trustees.
- b) Update from Pat, Rita, and Dawn goals, office status, and computer files. Meetings continue with progress being made.
- c) Update from Betsy and Dawn: "Being Dawn": These meetings have not resumed due to schedule conflicts. Since weekly meetings are not possible, Betsy and Dawn are considering a marathon session or two to finish this project. **Betsy** will follow up with Dawn and provide an update to the Trustees at the November meeting.
- d) Update from Pat about background checks: Pat provided a written update which she read to the meeting attendees. See attachment entitled "*Update from Chair Regarding Background Checks.*"
- e) Update from ad hoc collection/reconsideration committee via Pat: Richard reported that the committee's work is progressing. There are a lot of complexities to the issue. **Richard** will provide a status update at the November meeting.
- f) Finalize ETF budget line: Completed during Librarian's Report.
- g) Data on use of E-resources: Dawn provided data on the use of the library's e-resources which were discussed by the Trustees, with particular discussion about Weiss Financial and Medigap. Opinions among the Trustees were varied. **Dawn** will proceed with current subscriptions and provide Weiss Financial usage data to the Trustees at the May meeting.

6) New Business: none

7) Tabled:

- a) Update on Synology installations
- b) T-Mobile grant
- c) Discussion and information pertaining to background checks for volunteers

- 8) Friends of DFL: Jane Deane Clark reported that the annual appeal letter will be mailed November 1st. She said their new brochure, new bookmarks, and new Give-A-Gift cards are finished and the Friends are very pleased with them.
- 9) Public Comments: Jane Deane Clark read a statement that she had prepared at the request of the Executive Committee of the Board of the Friends to be included in the minutes of today's meeting. See attached document, "*Statement from the Friends of Dunbar Free Library*." Pat reported that the Trustees had researched how other regional libraries are handling this issue and discovered a wide variety of perspectives with little consistency. Pat also noted that our "policy" is a work in progress and details have not been finalized. An discussion took place with many good points raised by all parties. The Trustees expressed appreciation for Jane's and Carole's participation at the meeting. A committee composed of **Betsy and Kim** has been tasked to craft a draft position statement for the Trustees' consideration. Input from the Friends is welcome. Kim asked **Jane** to prepare a list of questions that the Friends would like to have considered. Pat asked **everyone** to prepare a brief statement of her/his position on the issue.
- 10) Adjourn: The meeting was adjourned at 7:01 pm by a unanimous vote after a motion made by Rita and seconded by Betsy.

Meeting Dates 2023 – 2024 @ 5:30 PM
2023: November 20, December 11
2024: January 22, February 12, March 18

Respectfully submitted,

Elizabeth Sofish, Secretary