



Dunbar Free Library
Board of Trustees Meeting
October 21, 2024 / 6:00 PM

Trustees Present: Chair Elizabeth Sofish, Richard Sachs, Marc Bernstein,
Melissa Britton

Absent: Rita Friedman

Alternate: Pat Beasley

Director: Dawn Huston

Guest: FODFL Carole Wood

1. Call to order – Betsy called the meeting to order at 6:05 pm.

2. Minutes

- a. Richard moved to approve the minutes from Sept. 30, 2024, and Pat seconded. Vote to approve was 4 votes in favor and 1 abstention.
- b. Pat motioned to approve the minutes from Oct. 14, 2024 Budget meeting, and Marc seconded. Vote to approve was 4 votes in favor and 1 abstention.

3. Reports

- a. Treasurer's Report – Betsy presented the report. Melissa moved to approve the report, Richard seconded and the vote was unanimous.
- b. Director/Librarian Report – Dawn stated that circulation figures for September are slightly lower than last year, but overall figures are still slightly above.
 - i. Dawn stated that Human Resources at Primex recommended that Background Checks should be viewed only by the director before being sent to the Town Hall for housing the files.
 - ii. Dawn reported that some of the background checks were being returned incomplete from the FBI as a result of unreadable finger prints whereas all from the state level are fine. Dawn asked the board to decide if the NH check is sufficient or if we should resubmit the checks to the FBI. Based on the difficulties with accurate/legible fingerprints, Betsy concluded the discussion by asking Dawn to seek further information and

insights from Chief Parsons of Grantham police to be presented at the next meeting.

Betsy made a motion to approve the Director's Report, and Melissa seconded. Vote to approve the Director's/Librarian's report was unanimous.

4. New Business

a. Volunteer party recap:

- i. Richard made a motion to reimburse Megan for the estimated cost of \$50 for the ingredients that she used for the cakes that she made for the September volunteer party. Melissa seconded the motion and the vote to approve was unanimous.
- ii. Richard suggested that in the future we keep a more accurate record of expenses for the party by including money spent and trustee costs of donated items.

b. Thank you to Megan - Betsy stated that Trustees are grateful to Megan for the cakes she made, donating many hours of her time.

c. Update for DFL Emergency Contact List - Betsy asked Dawn to update the list from last year with names of companies/ vendors/ repair people/ technicians, etc., and send a copy to staff and trustees and post in the library by the next meeting.

d. Closure of the DFL Little Free Library - Marc and Pat agreed to cull the current books of the Little Free Library before storing them for the winter. Richard and Pat will close the LFL before Nov. 1. Pat suggested that trustees begin advertising in January for donations of current/contemporary books in preparation of LFL opening in April/May 2025. Discussion ensued about places to get donations or grants for books such as Dolly Parton book grants? Or Kellogg's coupons.

e. Trustee November Meeting Date - Board decided to have the November meeting on Monday, November 18 @ 6:00. Board agreed not to have a December meeting.

f. Bylaws, Personnel Handbook, Maintenance Data Base Updating to Synology

- i. Betsy asked Pat, Richard and Marc to work on a project updating Synology by accessing what Trustee information is currently there, evaluating what to keep, per RSA's pertaining to documents, and deciding what to add.
 - ii. Betsy tabled review of alternate voting and possible changes to background check language in the Bylaws.
 - iii. Dawn provided appropriate pages of DFL Personnel Policy Handbook as well as wording for proposed changes of staff vacation policy. Board discussion led Betsy to make a motion to approve the proposal of paid vacation for part-time staff. Melissa seconded the motion, and the vote to approve was unanimous. Implementation details will be finalized and documented.
- g. Hours for helping before, during and after Halloween Trick or Treat at DFL are 4:30 to 7:30 pm on Thursday, Oct. 31. Costumes for helpers are welcome.
- 5. Other continuing business –
 - a. Reappointment of staff – Trustees agreed and unanimously voted to 1) change the reappointment time to every three years, and 2) add a signature line for the chair to the reappointment letter.
 - b. Paid Staff Vacation – discussion and vote completed (above)
 - c. Volunteer appreciation party discussion completed
 - d. No new information about DFL exterior work/painting
 - e. Meeting with Director RE: survey and evaluation – Betsy and Richard will meet with Dawn before next meeting
- 6. FODFL – Carole Wood reminded everyone that on Wednesday, Oct. 23, at 6:30 – 8:00 pm, the Center at Eastman will sponsor a presentation on community non-profits. Each group including the Friends will have their own table to demonstrate what they do and how they impact the community.
- 7. Public Comment – None
- 8. Adjournment – Melissa made a motion to adjourn, Marc seconded and the vote to adjourn was unanimous at 7:23pm.

Meeting Dates 2024 – 2025 at 6:00 pm

2024: November 18

2025: January 13 OR 27, February 17, March 17

Respectfully submitted by Pat Beasley