



Dunbar Free Library
Board of Trustees Meeting
November 18, 2024 / 6:00 PM

Draft Minutes

Trustees Present: Chair Elizabeth Sofish, Rita Friedman, Marc Bernstein, Melissa Britton, Pat Beasley

Absent: Richard Sachs

Director: Dawn Huston

Guest: FODFL Susan Feige

1. Call to Order – Betsy welcomed guest Susan Feige.
2. Minutes – Pat made the motion to approve the minutes from Oct. 21, 2024 and Marc seconded. The vote was four for approval with one abstention.
3. Reports
 - a. Treasurer's Report – Rita reviewed checks listed for month of October. Betsy motioned to approve, Marc seconded and the vote was unanimous.
 - b. Director/Librarian Report –
 - i. Dawn gave an update on printer/copier replacement tray.
 - ii. When Rita and Dawn attended the budget review with the Select Board and Melissa, Melissa asked if we would be using any of the money from the ETF this year. Dawn stated that her laptop definitely needed replacement. Discussion ensued about having a docking station for a laptop rather than having a desktop and a laptop. Betsy summarized the discussion stating that Dawn would talk with Mike Bodeur about whether it is prudent to get a laptop now and plan to get a docking station later or to purchase the two items together; and if so, what would he recommend, excluding any refurbished items.
 - iii. Dawn stated that staff are inviting trustees to their holiday party, a Yankee swap, like last year. Trustees responded with enthusiasm. Date determined by the largest number of people who can attend will be provided in an email from Betsy. Possibly one of the following dates for the party will be Dec. 3rd or 5th or 10th or 12th.

- iv. Dawn proposed that the library be closed on Thursday Dec 26, since the library is already closed on Christmas Eve (Tuesday). Trustees agreed that proposal.
- v. Dawn presented 2025 holiday calendar, stating that does not add another day of closing for Veteran's Day since Tuesday, Nov. 11, falls on a day when the library is normally closed.
- vi. After some discussion of coming holidays including staff gifts of money, Pat made a motion to gift the staff in the same way we did last year. Marc seconded the motion and the approval was unanimous.
- vii. Dawn stated that statistics of circulation and usage were more or less either flat or up some. Spending for the year is at 29% for the first third of the year.
- viii. Dawn reported that there had been no inquiries or applicants about the new staff position. Dawn will increase the advertising for the position to include the DFL newsletter, DFL Face Book, Grantham newsletter. Marc volunteered to ask about advertising on the Eastman listserv and the Eastman newsletter.

Betsy made the motion to approve the director's report. Marc seconded, and the vote to approve was unanimous.

4. New business

- a. Halloween Party – Melissa and Pat attended the library trick or treat with lots of costumed kids.
- b. Betsy stated that Dawn has asked us about possible purchases or projects involving the capital improvement fund.
- c. Marc asked for names of town people who could give him good information about replacing the clapboards with wood or other materials like fiber cement.
- d. Betsy stated that Megen has received emails ostensibly from Betsy which are not from Betsy, but from someone phishing. Betsy asked Dawn to arrange in advance for Mike Bodeur to meet with staff at the next staff meeting in December to update and alert them to ways to recognize email phishing and computer hacking.

5. Continuing Business

- a. Betsy stated that Dawn has updated the Emergency Contact List by hand. She asked that Dawn send us an updated list soon and post it in the library.

- b. Staff reappointments are finished and all documents have been taken to the Town Hall in DFL personnel files. Reappointments will in two years, August 2026.
 - c. Dawn checked with Chief Parsons about the background checks. He recommends that she ask the volunteers whose fingerprints were unreadable to repeat the fingerprint process so the library can repeat the process for the background check which will then include the FBI check.
 - d. Marc provided information about implementation of new staff vacation policy. Dawn commented that taking out one simple phrase of what is currently approved in the Personnel Handbook may be sufficient rather than a detailed explanation of implementation. Betsy tabled further discussion until the January meeting.
 - e. Melissa has asked Betsy to submit the DFL Trustee page for the annual report by the beginning of December. Betsy asked for ideas that come to mind of what items or projects we have accomplished or been considering since last January.
6. FODFL Comment – Friends board member Susan Feige stated that the Friends were looking forward to hosting the DFL All Day Holiday Open House on Dec.11.
7. Public Comment – None
8. Adjournment – Betsy adjourned the meeting at 7:23 after Rita made a motion to adjourn, Melissa seconded and the vote to adjourn was unanimous.

2025 Meeting Dates at 6:00 pm
January 13, February 24, March 24

Respectfully submitted by
Pat Beasley