



**Dunbar Free Library**  
Board of Trustees Meeting  
October 14, 2024 / 6:00 pm  
**Draft Minutes**

Attendees: Trustees Elizabeth Sofish, Richard Sachs, Marc Bernstein, Rita Friedman; Alternate: Pat Beasley; Director: Dawn Huston

1. Call to order – Betsy called the meeting to order at 6:02 pm.
2. Budget Proposal for FY 2025-2026 (Dawn)
  - a. Personnel costs
    - Dawn reminded everyone that some of the figures concerning salaries and staff will be dependent on the COLA salary and benefits percentage increase that the Town recommends for the coming fiscal year. Although not required, historically DFL has always chosen to be in line with Grantham increases.
    - Dawn stated that she has more staff who would like more hours as well as one staff who will work less. Dawn stated that we have a sufficient budget for staff to cover increased hours of staff as well as enough to cover extended medical leave for herself in case of the need.
    - As the discussion proceeded, Rita suggested that we examine the personnel policy about roll over vacation or time off for the director and/or staff since it can play a significant role in budgeting.
    - Dawn noted that she has put an announcement in the current Library Newsletter for another staff person to cover the anticipated increase in staff hours-as well as substituting to replace current staff absences. Again, she stated that the increase is included in the budget.

b. Other operating costs

- Dawn will keep Trustees apprised of changes of Town electric company and rates as information becomes available.
- Dawn mentioned that Mike Copp explained that a product called Smart Boss simplifies finding wiring issues to reduce the bill for time spent by wiring specialists finding the problem. The amount of the program would be upwards of \$10,800. After some discussion Betsy stated that we would keep it in mind for the future, but it will not be included in the FY25-26 budget.
- Marc stated that from the information available at this meeting, our overall increase is 3.9%.

c. Approval of DFL FY 2025-2026 Budget —Trustees thanked Dawn for such a clear, timely budget preparation. Betsy asked for a motion that trustees approve the fiscal year 25-26 as presented by Dawn with the knowledge that there may be adjustments made when we receive further information from the Town Rita made the motion, Richard seconded and the motion was unanimously approved.

3. Public Comments - None

4. Adjourn – The meeting ended at 6:53 pm after Rita made a motion to adjourn, Marc seconded and the motion was unanimously approved.

**Meeting Dates 2024 – 2025 at 6:00 pm**

2024: October 21, November 18 or 25, December 16

2025: January 27, February 17, March 17

Respectfully submitted by Pat Beasley