



Dunbar Free Library
Board of Trustees Meeting
August 19, 2024
Draft Minutes

Trustees Present: Rita Friedman, Richard Sachs, Elizabeth Sofish (Betsy), Marc Bernstein, Melissa Btitton

Staff Present: Dawn Huston

Guests Present: Chris Bachrach (FOL)

- 1) Call to order and welcome: Betsy called the meeting to order at 6:01 p.m. and welcomed guest Chris Bachrach from the FOL.
- 2) Approval of Minutes: Richard made a motion and Betsy seconded to approve the minutes of the Trustees' meeting of June 2024. The motion passed unanimously.
- 3) Reports:
 - a) Treasurer's Report: June 2024 and July 2024 financial records appropriately balanced. Dawn and Rita will discuss a comment Dawn wrote on the Trustee Checking and Savings Information document. A motion to accept the report was made by Marc, seconded by Richard, and passed unanimously.
 - b) Librarian's Report:
 - i) Circulation and attendance all increased during the previous two months..
 - ii) There is a CPU (central processing unit) fault in the main fire panel, which was investigated by Mike Copp of Sentinel Alarm. The alarms are working properly; wiring is likely the problem and will need further investigation. **Dawn** will report about this in September.
 - iii) Rita moved that the Librarian's Report be approved, Betsy seconded, and the motion passed unanimously.
- 4) Unfinished Business.
 - a) Audit – All paperwork needed by the auditors is in their hands. No issues have been identified or are expected. The Chair completed a statement about how we manage the Library's finances; this was provided to the Trustees for their review and signatures, which were obtained. The Treasurer will provide this document to the auditors.
 - b) Volunteer Appreciation Party – The party is 9/15/24, a Sunday, from 2-3:30. Megen is donating the cake and making the invitations. We are expecting about 80 people. Trustees are committed to their assignments and helping the day of the party. Updates will be sent from the committee.
 - c) Staff Evaluations – Dawn confirmed that staff evaluations are on track to be completed by the end of August.
 - d) Director's Evaluation – Trustees are returning their evaluations of the Director to Betsy, who will analyze responses. Staff are also providing their input. Richard will attend the Director's evaluation with Betsy; it will be scheduled for late August.

- e) Reappointments – The Trustees approved the reappointments of the three appointed staff: Katia, Megen, and Stephanie.
- f) Background Checks – Pat and Rita have completed their background checks, along with a few of the volunteers. One volunteer chose to resign rather than participate in this now mandatory process. There has been some confusion about how much the checks will cost the Library: the correct amount is \$21.25 per check. Dawn has been identifying herself on the submitted forms as the person to whom the checks should be returned to, and currently has 4 unopened returned checks, and 5 more ready to be sent to the state. The Town at first wanted the checks to be returned to them as they are for staff, but now prefers not to receive them. The Trustees discussed various options for how this could be handled. The Chair prefers that the checks be returned to Chair / Dunbar Free Library but acknowledges that this might not be comfortable for Volunteers. The Trustees discussed whether or not the Town should be consulted about a check that returns with an item of concern but did not reach consensus. It was agreed that Dawn will call Primex to ask for guidance.
- g) Capital Improvement Plan (CIP) – Marc is leading this activity as a sort of project manager which is appreciated by the Trustees. We do not have to participate this year, but we intend to prepare a list of identified upcoming items and provide it to the Town.. There is no formal definition of “capital” to go by, but the Town wants to plan for anything over \$5,000. So far items on Marc’s list include painting, boilers, generator, and septic. Dawn added a SmartBoss for the fire panel, which was recommended by Mike Copp on his recent visit, and she is getting an estimate. This will require replacing the smoke detectors, because they need to be smart. Melissa suggested adding solar panels to the list. The maintenance spreadsheet prepared earlier by Megan A. and Dawn was again discussed. **Dawn** will provide a copy to Marc. Trustees are to forward names of potential painters to Marc. **Marc** will provide the current CIP list to the Trustees.
- 5) Other – no other pressing items were identified.
- 6) Friends of the DFL – Chris Bachrach reported that the Friends are down one Board member and requested any suggestions the Trustees may have. The Friends raised \$12,000 the past fiscal year, and have been pleased with the rebound in the use of the museum passes. The Trustees clarified that the Friends’ Board is invited to the Volunteer Appreciation Party.
- 7) Public Comment – no other members of the public were present.
- 8) Adjournment – The Chair adjourned the meeting at 7:29 pm after a motion by Rita and seconded by Melissa which passed unanimously.

Respectfully submitted,

Elizabeth Sofish, Chiar