



**Dunbar Free Library**  
Board of Trustees Meeting  
January 13, 2025 @ 6:00 PM

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

Alternate: Pat Beasley

Absent: Rita Friedman

Director: Dawn Huston

Guest: FODFL Bridget Rowan

1. Call to Order – Betsy called the meeting to order at 6:02 PM and welcomed guest FODFL Bridget Rowan to the meeting.
2. Minutes – **Melissa made a motion to approve the minutes from November 18, 2024 and Marc seconded. Approval was unanimous.**
3. Reports
  - a. Treasurer's Report – Rita will review and present November's, December's, and January's report at the Feb. 24 meeting.
  - b. Director/Librarian Report –
    - i. Dawn reported that roofers will be back on January 14. Dawn stated that she had not really seen any further "leaks", but that could be a result of very cold weather freezing free water. There were leaks in December for a few days.
    - ii. Dawn stated that the generator, giving an error message which prevented it from working, has now been fixed by Richard's Electric. The repair person then returned a few days later to perform one of the annual maintenance items that DFL pays for.
    - iii. Dawn reported that neither the Grantham Fire Dept. representative nor the Irving representative could find a reason for the smell of gas that occurred on Dec. 27. ARC suggested that we review the venting system to ensure intake and outtake materials are not mixed by installing a 2-vent system.
    - iv. Dawn stated that she reviewed the location and list of "who to call for what" with staff. She stated that she will review the emergency list, the list of what-to-do and who-can-help

“problems” (an example - thermostats and how they are controlled) with staff at least yearly.

- v. Dawn informed the board of a free zoom updated training session on cyber security from the state which she hopes to require staff to attend.

Betsy suggested that Dawn should take minutes of the staff meetings. Instead, Marc suggested using a meeting agenda which should contain the discussion subjects with less detail and less work. Betsy stated that it should include people present at the meeting.

- vi. Dawn reported that in the past 6 months we have had 120 programs. Dawn found that Hoopla usage is increasing; she may institute a cap/ month for patron usage to keep the cost within the budget.

**Richard moved to approve the Director’s report with Betsy seconding. The approval was unanimous.**

#### 4. New Business

- a. Dawn reported that the Dec. 11 Friends Holiday Open House was very successful, and well attended with great food.
- b. Roof – covered earlier in Librarian’s Report
- c. Betsy and Rita are both filing as DFL Board candidates for the March election.
- d. Trustee roles – Rita would again like to be Treasurer if she is successful in the March election. Betsy, who would like to be the scribe, suggested that the role of secretary become co-secretaries. She cited the Bylaws which she felt could easily be divided between 2 people such that one would become the scribe and the other would take over filing, forms and other secretarial responsibilities. All trustees present agreed that it was not necessary to change the Bylaws; they approved of the division of the job of secretary. Betsy proposed that the slate of officers that she will present at the March meeting will be Marc as the chair, Rita as treasurer and Betsy and Richard as co-secretaries. The chair will ask the board to vote to recommend Pat to the Town Select Board for the position of alternate.

#### 5. Other continuing business

- a. Background Checks – Dawn reported that she has now covered all volunteers for finger printing to complete the background checks. She was advised by the Grantham Police to call the criminal background people to find out the specifics of why some of the finger printing was not acceptable to the FBI.
  - b. Synology update – tabled until February meeting
  - c. Staff vacation time in the Handbook – tabled until February meeting
  - d. Meeting with Director RE: survey and evaluation – Betsy stated that she and Richard will meet with Dawn before the February meeting
  - e. Bookbinding – Dawn stated that bookbinding program was successful and another may follow.
6. FODFL comment – Bridget Rowan updated the Trustees on which museum passes had been suspended and which had been added. She reported that the Friends had participated in an event for non-profit organizations held in Eastman. The Friends are still working on the embryonic seed saver program where the library hosts the actual seeds. The Friends held their annual fundraising drive in the fall which appears to have been successful.
7. Public comment – none
8. Adjournment – **Richard moved to adjourn the meeting, Melissa seconded, and the vote was unanimous. Betsy noted that the adjournment took place at 7:02 pm.**

**2025 Trustee Meetings @ 6:00 PM**

February 24, March 24

Respectfully submitted by  
Pat Beasley