



Dunbar Free Library
Board of Trustees Meeting
February 24, 2025 / 6:00 PM
@ Dunbar Free Library

Attendees: Chair Elizabeth Sofish, Rita Friedman, Richard Sachs, Melissa Britton

Library Director: Dawn Huston

Guest: FoDFL Carole Wood

Absent: Marc Bernstein, Alternate Pat Beasley

1. Call to Order – Betsy called the meeting to order at 6:05. She welcomed Carole Wood of FoDFL Board to the meeting.
2. Minutes – **Richard motioned to approve the minutes from January 13, 2025, Melissa seconded, and the motion was approved with 1 abstention.**
3. Reports
 - a. Treasurer's Report – Rita noted that both January and February report were included in the packet and that there was nothing out of the ordinary in either document. **Betsy motioned to approve the January and February Treasurer's reports, Melissa seconded and the vote was unanimous.**
 - b. Director/Librarian Report – Dawn reported that Gilson landscaping shoveled the roof today. Rita asked if there is something that can be done to solve having a flat part of the roof. Dawn explained that due to the problems that have existed ever since Millstone installed the roof, Millstone is still under contract to repair it. At the time of construction in 2015, they claimed that they had heavily insulated the flat part and it wouldn't need to be shoveled every inch, but still a 5 inch snow should be shoveled.
-Dawn proposed that the board have a motion for 2 items not in the budget line Repairs and Maintenance. She explained that item one is for the sprinkler inspection that took place on Jan. 21, 2025; the inspector noted that we are required to have "Internal Valve and Obstruction Inspection" this year. The proposal is for \$950. The second item occurred because of the smell of gas/propane noted by volunteers and staff. Costs resulted for an inspection for gas leaks from Irving at \$178/ day, and "for a follow-up check and gasket repair

issue discovered at the same time, but unrelated to the gas smell (other boiler) for \$1,234.68 from ARC.

Rita motioned to accept Dawn's proposal to "approve to withdraw the sum of \$2,184.68 from the Library Building Repair Capital Reserve Fund # 579 to cover \$1234.68 boiler repairs/inspection (parts, labor ad truck charge) and \$950 sprinkler Internal Valve and Obstruction inspection. Melissa seconded and the vote was approved unanimously.

-Dawn stated that as situations have occurred, she has worked out what the procedure should be for background checks. Dawn felt that problems with the FBI returns will continue to happen resulting from the age of many of the applicants; older people have less readable whorls. It was suggested to Dawn by the state that for the second reading by the police, ask the person being checked to do a short regime of lotion (Corn Husker's Lotion) to increase the likelihood of the prints being clear enough to read. However, Dawn suggested that if the FBI fingerprint fail a second time, the Library should not require a third attempt. The board agreed that this was an appropriate change in procedure. They further agreed that since this is a procedure, vs. a policy, a board vote for a change of the Bylaws and Policies is not necessary. Richard felt that requiring applicants to use Corn Husker's lotion was not appropriate, but offering them the information would be useful.

The board confirmed Monday, March 17, 2025 for the next board meeting.

Dawn noted that 3 of the 4 data points in circulation statistics were positive increases with negligible decreases of the 4th point.

Dawn is still debating whether to set a monthly cap for Hoopla since the expense is rising every month. Friends helped with this month's payment.

Betsy moved to approve the director's report, Rita seconded, and the motion was approved unanimously.

4. Continuing Business

- a. Betsy noted that Marc, Pat and she had a meeting to discuss the Trustee Handbook. Betsy will send a list of current ideas of what the handbook should contain to trustees to get their input. Richard and Pat are working on additions or changes to the Bylaws and the Personnel Handbook with Marc. as the new chair beginning in

March he would like some oversight. A discussion of the Personnel Handbook ensued.

- b. Documents/file oversight - Betsy suggested that a further discussion was needed about what should be on our website with respect to documents and meetings.
- c. (d.) Director's Evaluation – Marc sat in on the evaluation meeting with Betsy and Dawn. Betsy stressed that this year has been very successful and that Dawn's leadership has been very successful in so many ways. Goals have been set and Mark and Dawn will be working on those in the coming year.
- e. Trustee Handbook – in progress; refer to 4.a. above

5. New Business

- a. As the only candidates for DFL Library Trustees on the Grantham ballot, Betsy and Rita will presumably be re-elected and then sworn in at Town offices after the election on Tuesday, March 11, 2025.
- b. Slate of Officers for 2025 - 2026 - Betsy presented the slate of officers to the trustees and called for a vote. **She motioned to approve the slate, Melissa seconded, and the vote to approve was unanimous.**

Chair	Marc Bernstein	
Treasurer	Rita Friedman	
Co-Secretary	Richard Sachs	Document and file oversight
Co-Secretary	Betsy Sofish	Scribe/Scrivener

- c. Alternate - Patricia Beasley
Betsy stated that Pat would like to continue as alternate, a 1- year appointment that the board must vote to recommend to the Select Board who will decide approval of the recommendation. **Betsy motioned to recommend Pat for the position, Rita seconded, and the vote was unanimous.**
- d. Little Free Library – Richard agreed to open with Betsy and then Richard will take his month in May. Betsy will take October with Richard helping her close it at the end of the month. Rita volunteered for September, Melissa will take June. Pat and Marc will decide about July and August by next meeting.
Betsy summarized the discussion about soliciting books: we will send a book appeal will go out to use the LFL to drop off books as well as take books. We will work on the logistics of when and to whom is should be sent. Betsy suggested that we take a photo at the beginning and end of the month; books that haven't moved are discarded at Listen, encouraging space for other books to be left. Melissa

recommended to put restrictions in the appeal such as classics, children's books - both board and chapter, and only young adult and grown-up books published in the last five years, but no condensed books, textbooks or how to books. Betsy suggested stating if you find the LFL full, please come back and try again with your books. Rita said to start the appeal with the Grantham Newsletter. Betsy will draft the appeal and send it to the board to comment.

6. FoDFL Comment – Carole reported that the annual appeal raised over \$11,000. The Friends are now talking to Dawn and Megen about some uses for that money. The Friends will now have an annual celebration rather than an annual meeting. It is scheduled for Thursday, May 29, 7:00 ish, at Town Hall with program from Sarah Stewart Taylor, a local author of *Agony Hill*.
7. Public Comment - None
8. Adjournment – **Rita motioned to adjourn, Betsy seconded and the vote was unanimous, ending the meeting at 7:14 pm.**

2025 Meeting Date at 6:00 pm
March 17

Respectfully submitted by
Pat Beasley