

Dunbar Free Library  
Trustees Meeting  
March 17, 2025  
Approved

Present: Marc Bernstein, Chair; Rita Friedman, Treasurer; Elizabeth Sofish, Co-Secretary / Scrivener; Melissa Britton, Trustee; Pat Beasley, Alternate Trustee; Andy Gelston, Staff representing Library Director; Jane Deane Clark, Friends of the Library

1. Call to order. Meeting was called to order at 6:03 pm.
2. Minutes. Minutes of the February meeting were approved by a majority vote (ES motion; M.Br second).
3. Treasurer's Report. The Treasurer's Report was reviewed and approved by a unanimous vote (ES motion; PB second).
4. Director's Report. The Director's Report was reviewed. There was some discussion about the circulation statistics and how they are calculated. This is on Marc's longer term to do list. The report was approved by a unanimous vote (PB motion; M.Br. second).
5. Continuing Business.
  - a. Trustee Handbook. The draft Table of Contents for the new Trustee Handbook was discussed. Pat and Betsy will proceed with this project.
  - b. Employee Handbook. Marc has reviewed the Employee Handbook and has organizational and editorial suggestions. Marc is continuing to seek feedback on the Handbook and his suggestions both from the Trustees and the Town. *Pat will send the Primex text on harassment to Marc.*
  - c. Little Free Library.
    - i. The Trustees' months were set at the last meeting. Marc and Pat will agree on who wants to do July and August. *Pat will see if Beverly Marshall wants to participate this year.*
    - ii. Trustees agreed on the proposal from last meeting to send out an appeal to town residents via the Grantham Newsletter to bring books to the LFL. *Melissa will draft the appeal which will include requests for adult and children's books, including board books, to be placed in the LFL by community members. No textbooks.*
    - iii. Trustees will photograph the books in the LFL each week *to monitor which ones are being used. At the end of each month, the responsible Trustee will remove those which were not used and remove from circulation.*
    - iv. The appeal may be repeated as needed.
6. New Business.
  - a. New Fiscal Year Checklist.
    - i. Vote to recommend Alternates to Selectmen. This was done at the last meeting. *Pat will forward the wording to Marc.*

- ii. Select bank signatories. *Melissa will become a signatory instead of Marc. Betsy and Richard will remain as signatories.*
- b. 2025-2026 Trustee Meeting Calendar. Typically the 3<sup>rd</sup> Monday at 6 pm. The following calendar was approved by unanimous vote (ES motion; M.Br. second):
  - 1. April 21, 2025
  - 2. May 19, 2025
  - 3. June 16, 2025
  - 4. July 21, 2025, if needed
  - 5. August 18, 2025
  - 6. September 15, 2025
  - 7. October 20, 2025
  - 8. November 17, 2025
  - 9. December 15, 2025, if needed
  - 10. January 12, 2026
  - 11. February 9, 2026
  - 12. March 16, 2026
- c. NHLTA Conference. *Trustees interested in attending should sign up for themselves and request reimbursement from the Library Director.*
- d. To Do List (draft from Marc). The draft To Do list was reviewed and discussed. *Trustees were asked to email Marc with additional items.*
  - 1. Oversee On-Going Library Operations. *Pat and Betsy will consider including these items in the Trustee Handbook.*
  - 2. Current Tasks. These are items that have measurable goals.
  - 3. Potential New Tasks.
  - 4. Initiatives. These are items with no current measurable action plans. One Trustee felt that decluttering the Library should be a Current Task because there is an action plan. Another attendee stated that this is an issue for some but not for all.
- e. Question of the Month. What should/would we be doing differently if we had more space? And same in our current space? *Trustees were asked to consider and email Marc with ideas.*
- 7. Other. Rita requested that the Trustees consider closing the Joyce S. Andrews Memorial Trust Fund due to lack of activity over a long period of time. It would become a line item in the Trustees Operating Account. The fund was established for the purpose of gardening and landscaping around the Library. The Trustees decided to utilize the funds to purchase a new sign for the Shakespeare Garden and signs for each plant indicating the name of the plant and the Shakespeare play(s) in which it appears. *Betsy volunteered to spearhead this project.*
- 8. Friends of the Library. Janie Dean Clark reported and noted the following:
  - a. The Friends have allocated \$1,300 on requests from Library staff to purchase letters for the Library sign, an Owl video system, bags for books going to book clubs, and a Yodo, which is a small electronic player for children. It does not have a screen so it reduces screen time and encourages other types of activities.

- b. The Friends are having their annual celebration on May 29<sup>th</sup>. Sarah Stewart Taylor is the speaker.
  - c. The LFL at Rum Brook Market is the only one of the LFLs in the community that is sponsored and managed by the Library.
  - d. The Joyce S. Andrews Memorial Fund could contribute to the project of reducing the number of day lilies at the front of the Library.
  - e. Please ask the Friends about the Library gardens.
  - f. Please let the Friends know if there is anything they can do in response to our current President's intentions to cut federal funding to states for libraries. For example, writing letters in support of maintaining the funding. Statistics about Inter-Library Loan, such as the number of books, the number of users, would help letter writers.
  - g. There is a march on Washington on April 5<sup>th</sup>.
9. Public Comments. None.
10. Adjourn. The meeting was adjourned at 7:24 pm (motion RF; second M.Br.)

Respectfully submitted,

Elizabeth Sofish  
Co-Secretary / Scrivener