

Dunbar Free Library  
Trustees Meeting - September 15, 2025  
Minutes

Present: Marc Bernstein, Chair; Richard Sachs, Co-Secretary, Elizabeth Sofish, Co-Secretary / Scrivener; Rita Friedman, Treasurer; Melissa Britton, Trustee; Pat Beasley, Alternate; Dawn Huston, Library Director; Linda Martin, Friends of the Library

1. Call to order. Meeting was called to order at 6:00 p.m.
2. Minutes. Minutes of the August meeting were approved as amended by a majority vote (Elizabeth Sofish motion; Rita Friedman second; Melissa Britton abstention).
3. Treasurer's Reports. The Treasurer's report from August was reviewed. It had been sent and reviewed prior to the meeting. Fines and Lost Media was transferred to the Trustee Operating Account. The report was approved by unanimous vote (Melissa Britton motion; Elizabeth Sofish second.)
4. Director's Report. The Trustees reviewed and discussed the Director's report.
  - a. The Chair requested financial data on physical vs. electronic downloads. The Chair has prepared action items for the Director.
  - b. The Chair mentioned that the Director has been late twice in distributing the packet prior to the meeting.
  - c. There is a new law permitting parents to know what their children are borrowing. The parents have to ask for this information. Our system tracks everything. We can set it so that no one can see the borrowing history, but we can't delete it (in Destiny). Should we tell the child that the parents requested their borrowing history? Action Item for Dawn Huston: Ask Destiny if we can stop tracking circulation. For e-circulation, we don't get names of what people have checked out. Action Item for Dawn Huston: Ask Hoopla and Kanopy: Do you track patron names and if so, for how long?
  - d. Evaluations will be completed by the end of this week.
  - e. The Chair and Director are working together to get detailed circulation stats categorized by electronic vs. physical, video vs. audio vs. reading, child vs. young adult vs. adult. Mango, Weiss, NYT (databases) are not part of circulation numbers.
  - f. The Director reported that all background checks returned so far have contained no issues.

The report was approved by unanimous vote (Elizabeth Sofish motion; Melissa Britton second).

5. Continuing Business.
  - a. CRF. This fund allows for maintenance and repair, but not for changes. We couldn't use this fund, for example, to construct cubes for private meetings. We may want to request a change to the purpose of the fund, but this was tabled until we have created a firm plan of how we want to use the fund.
  - b. Safety Policy and Benefits. Everyone send comments to Marc Bernstein by Monday, 9/22/25.
  - c. Little Free Library. The Trustees tabled the discussion of a new LFL box.
6. New Business.

- a. Trustee Meetings Notices. Notices need to be posted in two locations. One will be the DFL website. The second will be the PO. Action Item for the Director: post a list of meetings for the rest of the fiscal year.
- b. Action Items Spreadsheet. Marc Bernstein requested a Trustee volunteer to create and maintain an action items spreadsheet for Dawn Huston. The previous attempt to do this was discussed; the process did not work well because it was too cumbersome to maintain. One trustee expressed the opinion that the Director should maintain her own list of items she needs to do. Elizabeth Sofish volunteered to show the Director how to use Google Calendar and Tasks. Action Item for Dawn Huston: contact Elizabeth Sofish to set up a time to do this.
- c. Formalize Deadline for Input to Trustees Meetings. Meeting packets should be prepared and distributed the Wednesday prior to the meetings.
- d. Windows 10: Support for Windows 10 ends in October. Four of our 5 pcs will be affected. They are used by staff and patrons. We are not sure what version the Treasurer's laptop uses. Cost to replace would be \$500-\$1000 per computer. ETF currently has about \$12,500. Ancillary decision: new or refurb; if refurb only those less than 4 years old. Ancillary decision: Windows vs. LibreOffice. Action Item: Marc to consult with Mike Bodeur.
- e. Circulation Spreadsheet: Trustees to forward questions to the Chair about the circulation spreadsheet. This allows us to keep up with what he is thinking about.
- f. Five-Year Plan: Libraries are changing. Where do we want to be 5 years from now? We need to define the problem, create hypotheses about the right things to do, and test the hypotheses. Two items we know we want to consider are changing from Destiny to a new ILS system, and updating and moving the website. Marc asked us to start thinking about who can help. The Trustees suggested Mark Kendall.
- g. Little Free Library: October is Elizabeth Sofish. Richard Sachs and Melissa Britton will help with closing. Pat Beasley has tape and will buy a new cover and get it to Richard Sachs.
- h. Thank You Note to Garden Club: Melissa Britton will prepare and send to chair.
- i. Board Members: We may have one opening in March. The Trustee whose term ends then is checking into their availability to continue. One volunteer is interested.
7. Public Comments by Linda Martin, FODFL: Linda Martin reported that Sarah Stewart Taylor's presentation in May hosted about 75 people. There were no meetings in July or August. They are preparing for their annual appeal.
8. Adjournment. The meeting was adjourned at 7:32p.m. in a unanimous vote after a motion by Rita Friedman seconded by Richard Sachs.

Respectfully submitted,



Elizabeth Sofish  
Co-Secretary / Scrivener