

Dunbar Free Library
Trustees Meeting
June 15, 2025
Minutes

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

1. Call to order. Meeting was called to order at 6:01 pm.
2. Minutes. Minutes of the May meeting were approved by a majority vote (RF motion; MBr second).
3. Treasurer's Report. The Treasurer's Report was reviewed and the Treasurer will prepare a revised report to be reviewed at the next regular meeting.
4. Director's Report. The Director's Report was reviewed and approved by a unanimous vote (ES motion; MBr second).
5. Continuing Business.
 - a. Roof Repair Proposal. The current repair proposal has been carefully vetted by Marc and Dawn and reviewed by the board prior to the meeting. The Trustees voted unanimously to accept the repair proposal (RF motion; MBE second) the caveat that the acceptance is contingent upon the repair being completed this summer. The proposal cost is \$6,552.00
 - b. Energy Audit. Rita reviewed the energy audit proposal from S.E.E.D.S. which has a cost of \$2,200. Eversource will pay for the audit. Those doing the audit are not connected to those who will do the repairs, if any. Eversource may pay for 50-65% of repair costs. The Trustees unanimously voted to proceed with the audit (RS motion; MBe second). Rita is the point person.
 - c. Synology Zoom. The trustees scheduled an informational and training session on Zoom to be conducted by Marc for 6 pm on June 23, 2025. This meeting is only for information dissemination and will not be a public meeting.
 - d. Employee Handbook. Marc needs input to finish editing the handbook and will email it to the trustees for review. The trustees will send comments which Marc will respond to. The Trustees will review the final draft on July 14, 2025. This will be the only agenda item for that meeting.
 - e. CIP. Marc has submitted to the town our proposal which included three items: (1) \$17750 for a new boiler; (2) \$26,320 for a new generator; and (3) \$50,000 for an interior refresh. The specifics are to be determined. There may be other options such as a battery system rather than the generator.
 - f. LFL. Richard reported that our LFL is antiquated by modern standards and the trustees discussed options to update it and improve its functionality.. Options discussed include a separate LFL for kids' books (perhaps repurposing the current one and locating it lower, removing shelves to accommodate larger books, purchasing a kit for building a new one, including a dog biscuit container and a

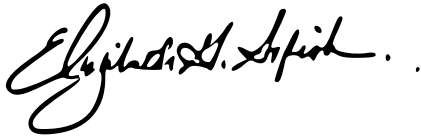
hook for dog leashes. Richard will ask John Larrabee if he is interested in participating in an upgrade. He will also talk to the owner of Rum Brook Plaza about our plans.

- g. Exterior Painting. Marc has vetted various contractors and settled on Milo, from whom he is getting a formal quote for power washing the entire building, repainting the old part of the building, and performing minor clapboard repair as needed. Since we would like to have this completed this warm season, the trustees voted unanimously (RF motion; RS second) to authorize Marc to contract with Milo for this work as long as the total was \$12,500 or less.
6. New Business.
- a. Town Alcohol Policy. The trustees voted by majority (ES motion; MBr second) to add the library to the town policy prohibiting alcohol from the premises.
 - b. Repair and Maintenance Capital Reserve Fund. The trustees discussed proposing that our “Repair and Maintenance Capital Reserve Fund” be repurposed and renamed to the “Repair, Maintenance, and Improvements Capital Reserve Fund.” Marc would propose this in November to have it voted on as two warrants at the March 2026 Town Meeting. This decision was deferred.
 - c. Hiram Buswell Fund. The trustees voted unanimously (MBe motion; ES second) to ask the Trustees of the Trust Funds to ask the DOJ to change the terms of this fund to allow us to spend both the principal and the interest. Currently we are limited to spending only the interest. The fund was established in 1915. We know of no current family of Mr. Buswell residing locally. We would honor the fund’s restriction to spend the monies on books. The fund currently contains about \$350.
 - d. Committees and non-Trustee Volunteers. The trustees agreed that it is in the interests of the Library to have non-Trustee volunteers on some of our committees, such as we have historically done with the committee for the 5-year plan. Marc will add this to our By-Laws.
 - e. July Meeting. The meeting on July 14th will be to discuss the revised Employee Handbook. This will be a public meeting.
 - f. Trustee Calendar Items.
 - i. Trustee Questionnaire. This happens in preparation for the financial audit. Rita as Treasurer will ensure it is appropriately processed. Pat will send a copy of a previous one to Marc.
 - ii. NH Public Library Statistics. Dawn will resend to the trustees what she submitted to the state in April.
 - iii. Budget Prep for CRF. Trustees plan to ask for the same amount as last year: \$5,000.
 - g. Volunteer Party. Pat volunteered to be the point person. Betsy volunteered to help but will be out of town in part of September. Richard volunteered to tote and carry but doesn’t want to cook. Rita will follow up with Megen regarding invitations.
 - h. Trustee Handbook. No new items to report.

- i. Shakespeare Garden. Betsy found a book called Shakespeare's Flowers that we can use as a reference for the Garden.
- 7. Friends of the Library: Chris Bachrach
 - a. The May 29th annual celebration was well-attended. About 70 people were there. The presenter sold 22 books.
 - b. The Friends have spent over \$1000 and are \$1400 beyond their original budget.
 - c. The Friends are funding two humanities speakers for a total of \$600 since this funding has been cut.
 - d. The Friends want to stay in close touch with the Library about how they can help in the current federal funding climate. So far we are not aware of any new cuts. The state library continues to receive funds for Inter-Library Loan; we believe this will continue through September.
- 8. Public Comments. None.
- 9. Adjournment. The meeting was adjourned at 7:30 pm in a unanimous vote (RF motion; MBr second).

Respectfully submitted,

Elizabeth Sofish
Co-Secretary / Scrivener



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