

Dunbar Free Library  
Trustees Meeting  
August 18, 2025  
Minutes

Present: Marc Bernstein, Chair; Richard Sachs, Co-Secretary, Elizabeth Sofish, Co-Secretary / Scrivener; Rita Friedman, Treasurer; Pat Beasley, Alternate; Dawn Huston, Library Director

Absent: Melissa Britton, Trustee

Public attendees (for public session): Mark Kendall (Friends of the DFL)

1. Call to order. Meeting was called to order at 6:05 p.m.
2. Minutes. Minutes of the June meeting were approved as amended by a majority vote (Elizabeth Sofish motion; Marc Bernstein second; Rita Friedman abstention).
3. Treasurer's Reports. The Treasurer's reports from June and July were reviewed and approved by unanimous vote (Pat Beasley motion; Richard Sachs second.)
4. Director's Report. The Trustees reviewed and discussed the Director's report. The report was approved by unanimous vote (Pat Beasley motion; Richard Sachs second). Discussion points:
  - The Director requested approval to have an existing staff member spend 1-2 hours per week assisting the Director with paper and computer filing. Dawn was asked to document (send an email to Trustees) providing more information about what this person would do. Pat Beasley asked the Director to have someone look into the condition of the tree in the circle in the parking lot.
5. Continuing Business.
  - a. Volunteer Party. Pat Beasley gave a report on her discussion with Helen about Helen's Place as the party location or caterer. Two options were presented and voted upon: (1) having the party at Helen's, and (2) having Helen's cater the party at the Library. Elizabeth Sofish made a motion to have the party at Helen's, and Pat Beasley seconded. The motion passed by a majority of 4 in favor and 1 (Rita Friedman) opposed. Rita presented the mock up of the invitations she and Megan Pindell had created and all agreed upon their beauty. The Trustees suggested changing from "regrets only" to "RSVP."
  - b. Library Clean-Up. The Trustees agreed that the next area to clean up is the back room, with Megan present to identify what items she uses. The following step would then be for the Trustees to clean up that room. Marc will invite Megan to the first session.
  - c. Employee Handbook, etc. The Trustees agreed to review one section per meeting rather than have a separate meeting.
  - d. Little Free Library Status. The new system of asking the community to donate books seems to be working fairly well. We still need appealing books for adults.
6. New Business.
  - a. Bay State Books. Pat Beasley will present next meeting on an option from Bay State Books regarding a recycling bin for books. The question was posed about whether the Transfer Station could host a bin.

- b. New Trustee Orientation. Rita Friedman reported on items from a new trustee orientation that she recently attended. Items of interest included:
    - i. The minutes should record full Trustee names rather than simply their initials;
    - ii. [www.wildapricot.org](http://www.wildapricot.org) offers registration for NHLTA events;
    - iii. The March Trustees meeting must be opened by the Director;
    - iv. Non-public meeting minutes are kept for 10 years, after which 2 Trustees are needed to seal them.
  - c. Budget Preparation. The Trustees asked Dawn Huston to use the Excel budget spreadsheet prepared two years ago by Elizabeth Sofish. The following calendar was established:
    - i. October 8 – Dawn Huston sends a draft budget to the Trustees;
    - ii. October 8-12 – Dawn Huston meetings with the Chair to review the budget and ensure it is ready for the Trustees’ formal review;
    - iii. October 13 – Trustees meeting to review the budget;
    - iv. October 20 – Regular Trustees meeting.
  - d. Wage Increase. Dawn stated that staff wages are low and need to be reviewed again. Marc requested that Dawn provide a state-the-case for this by sending an email to all Trustees, and it will be discussed at next meeting.
  - e. DFL Circulation by the Numbers: The Chair presented data prepared by the Director which showed that 44.7% of our circulation is electronic, prompting the question: Should we allocate more budget to electronic items?
7. Public Comments: Mark Kendall (FoDFL) noted that their new fiscal year began 7/1/25; they are readying for their annual appeal; their annual report to the NH Charitable Trust Unit has been submitted; and they are current on museum passes. An NHLTA/Friends of Libraries gathering is being held on 9/27/25 from 10-12 at the Hooksett Library. The next FODFL meeting is 9/25/25. They are not having an August meeting.
8. Non-Public Session. The Trustees voted unanimously to go into a non-public session under RSA 91-A:3, II(a) after a motion made by Pat Beasley and seconded by Rita Friedman. The Trustees discussed a gift received by Dawn from a friend who is also a Library patron, and agreed that the gift did not pertain to Library business, and that further comment by the Trustees was neither necessary nor appropriate. The Trustees voted unanimously to close the non-public session after a motion made by Pat Beasley and seconded by Rita Friedman.
9. Non-Public Session. The Trustees voted unanimously to go into a non-public session under RSA 91-A:3, II(c) after a motion by Elizabeth Sofish and seconded by Pat Beasley. The Trustees reviewed and agreed upon a performance evaluation for the Director. The Trustees voted unanimously to close the non-public session after a motion by Rita Friedman seconded by Pat Beasley.
10. Adjournment. The meeting was adjourned at 8:04 p.m. in a unanimous vote after a motion by Rita Friedman seconded by Pat Beasley.

Respectfully submitted,  
Elizabeth Sofish  
Co-Secretary / Scrivener

