

Dunbar Free Library
Trustees Meeting Minutes
December 15, 2025
DRAFT

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

Absent: Richard Sachs, Co-Secretary; Melissa Britton, Trustee; Pat Beasley, Alternate Trustee

1. Call to order. Meeting was called to order at 6:00 p.m.
2. Minutes. Minutes of the November 17, 2025 meeting were approved by a unanimous vote (Rita Friedman motion; Marc Bernstein second).
3. Treasurer's Report. The Trustees reviewed the Treasurer's Report and approved it by a unanimous vote (Marc Bernstein motion; Elizabeth Sofish second).
4. Director's Report. The Trustees discussed the Director's Report and approved it by unanimous vote (Rita Friedman motion; Marc Bernstein second). Recent computer replacements were discussed.
 - a. Q's about Director's Report.
 - i. Has the Town Inspection happened? Yes, on October 24th. Office and main desk area were mentioned as issues.
 - ii. Has the question about the fire doors been answered? Fire Chief Justin Hastings visited the library at the Trustees' request to begin the process of verifying that fire doors were installed where needed and also (per Dawn's request) to determine the maximum occupancy. He expects to provide information and recommendations in January.
5. Continuing Business.
 - a. Holiday Gifts. The Trustees discussed and approved two minor adjustments to the previously determined amounts. The Trustees wish to revisit the process next fall.
6. New Business.
 - a. Bank Account Discussion. The Trustees voted to transfer funds from a low interest savings account into a CD for 9 months at 3.6% APR, acknowledging that the interest rate may differ slightly at the time of purchase. Motion Marc Bernstein; second Elizabeth Sofish; passed unanimously.
 - b. Document Reviews. The Trustees postponed the review of library documents to ensure wider participation. Marc requested comments on the in-progress draft of Library Policies (updated 12.10.25) and the Bylaws (updated 12.10.25). Marc or Dawn will distribute these documents to the Trustees electronically.
7. Standard Closing.
 - a. Public Comments. There were none.
 - b. Non-Public Session. There was none.
 - c. Adjournment. The meeting was adjourned by unanimous vote after a motion by Marc Bernstein and a second by Elizabeth Sofish.

Respectfully submitted,
Elizabeth Sofish Co-Secretary / Scrivener

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