

Dunbar Free Library  
Trustees Meeting  
April 21, 2025  
Minutes

Trustees Present: Marc Bernstein, Chair; Rita Friedman, Treasurer; Elizabeth Sofish, Co-Secretary / Scrivener; Melissa Britton, Trustee; Pat Beasley, Alternate Trustee

Trustees Absent: Richard Sachs

Staff Present: Dawn Huston, Library Director

Guest Present: Donna Matson, Friends of the Library

1. Call to order. Meeting was called to order at 6:00 pm.
2. Minutes. Minutes of the March meeting were approved by a unanimous vote (ES motion; RF second).
3. Treasurer's Report. The Treasurer's Report was reviewed and approved by a unanimous vote (PB motion; MBe second).
4. Director's Report. The Director's Report was reviewed.
  - a. The Chair will be asking for more granular circulation data. The Director stated that she possesses more detailed data but condenses it for her report. For her next report, the Director will provide both the detailed and the condensed data for Trustees' review.
  - b. The OWL recently purchased was discussed, particularly the process of how it should be checked when returned. The Trustees felt that it must be checked while the person returning it remains present in the Library. Dawn was tasked with creating an appropriate procedure for this.
  - c. The report was unanimously approved (RF motion; MBe second).
5. Continuing Business.
  - a. Trustee Handbook. Pat and Betsy are proceeding with this project.
  - b. Little Free Library. Melissa reviewed the LFL announcement due to go into the Grantham Newsletter after May 1<sup>st</sup>. We also plan to have it posted on the Eastman listserve, in the Eastman Highlights newsletter, and on the DFL, Eastman, and Grantham Town Facebook pages. Opening is planned for around May 1<sup>st</sup>.
6. New Business.
  - a. Swearing in of new Trustees. Pat and Rita have been and Betsy remains to be so sworn.
  - b. NHLTA annual meeting. Melissa, Marc, Rita, and Pat are attending.
  - c. Combining of Bank Accounts. Rita presented a proposal for simplifying the bank accounts. Rita will check RSAs on fines and lost media to make sure there's no barrier to merging it into the checking account. The Trustees appeared to prefer to spend rather than combine the Joyce S. Andrews Trust. Trustees are planning to use some of the Trust to update the signage at the Shakespeare Garden. Rita

will consult with Joyce S. Andrews' family about how else they would like us to spend that fund.

- d. Emergency Contact List. Dawn reported that this has been distributed.
  - e. Proposal for Special Meeting to Discuss Library Priorities. Marc is in the process of scheduling this. Date to be determined.
  - f. Other.
    - i. Leak in Roof. Marc asked the Town for help with this on-going problem. The Facilities expert from the Town looked at the roof and arranged for the Health Department to check the facility; Rita will meet Cory Howath at the Library at 1 pm tomorrow. Marc asked Dawn to gather contact information for Milestone and other entities to contact about this situation.
    - ii. Monthly Report. Dawn wants to track this information in an Excel spreadsheet in Synology.
    - iii. Synology. Marc is working with Mike to become a full administrator with Synology.
    - iv. Capital Improvement Plan. The minimum has been raised from \$5,000 to \$10,000.
  - g. Pending and Closed.
    - i. Alternate letter has been done.
    - ii. Employee Handbook - delayed until after NHLTA conference.
    - iii. Melissa's check signing authority - needs approved March minutes.
7. Friends of the Library.
- a. Donna Matson reminded the Trustees of the FOL annual celebration at the Town Hall on May 29. Gathering at 6:30, program starts at 7.
  - b. Friends are delighted to have purchased the OWL for the Library.
  - c. FOL has purchased several book bags to be used when a number of copies of the same book are collected to loan out to book groups.
  - d. FOL are considering whether or not they can support two Library programs already promised and for which speakers have already been committed, but the funds have been retracted.
8. Public Comments. None.
9. Adjourn. The meeting was adjourned at 7:18 pm (motion RF; second ES)

Respectfully submitted,

Elizabeth Sofish  
Co-Secretary / Scrivener

