



Dunbar Free Library  
Board of Trustees Meeting  
September 30, 2024  
**Minutes**

Trustees Present: Marc Bernstein, Rita Friedman  
Alternate: Pat Beasley  
Staff Present: Dawn Huston  
Guest Present: Pat Brooks, FoDFL

[Prior to call to order, Marc explained that Chair Betsy Sofish, being unable to attend the meeting, had asked Marc to chair the meeting, and commented that Pat, as alternate, would be present in her absence.]

1. Call to order and welcome: Marc called the meeting to order and welcomed guest Pat Brooks to our meeting.
2. Approval of Minutes: Pat made a motion to accept the minutes of the August 19, 2024 meeting and Rita seconded the motion. Motion was approved unanimously.
3. Reports:
  - a. Treasurer's Report: With minimal discussion of the report, Pat made a motion to accept the report and Marc seconded the motion. Motion was approved unanimously.
  - b. Librarian/Director Report:
    - i. Wiring of the fire panel was fixed by Mike Copp of Sentinel Alarm, but bill has not yet been received. Dawn will make sure all info is written into maintenance date base. Discussion of Smart Boss ensued.
    - ii. Dawn explained that scheduled for next week, the company from whom we lease the copier, will replace the current one. The new copier and lease agreement will be for 5 years.
    - iii. All staff review/evaluation forms have been taken to the Town Hall to be placed in DFL personnel files.
    - iv. Seeds for the Seed Bank have arrived. The logistics for display are under discussion. Dawn will report further at the October meeting.

- v. Circulation numbers are still continuing up. Marc suggested that in the near future we examine creating an excel spread sheet for the circulation information which would be easier and more efficient for Dawn and Board to track month to month as well as year to year.
- vi. Pat made a motion to accept the Director's report. Rita seconded the motion and the motion passed unanimously.

4. Other Continuing Business:

- a. CIP: Marc explained that the exterior painting is our big project. He's met with 2 painters to examine the library building with a meeting with another painter to take place in the next few days. One of the painters noted that there was some paint chipping on the old portion of the library and suggested power-washing and some touch-up painting in the spring.
- b. Marc will get approval from the trustees before he submits the CIP form to the committee
- c. Budget meeting preparation – Marc and Rita will meet with Dawn on Oct. 8, at 1:00 pm. to review Dawn's budget proposal. Marc requested that Dawn provide the information prior to the Oct.8 meeting so he and Rita have time to review. Budget information will then be sent to trustees to review well before the budget meeting scheduled to Oct. 14, 2024 at 6:00 pm.

5. Tabled until October 21, 2024 Trustee Meeting:

- a. Volunteer Appreciation Party discussion and wrap-up
- b. Report on staff evaluations (completed)
- c. Report of Director evaluation
- d. Reappointment confirmations
- e. Background check discussion, policy vs. procedure
- f. DFL Emergency Contact and Info List – update
- g. Trustee handbooks
- h. Paid vacation days for staff
- i. Facilities Oversight
- j. Financial Review

6. Friends of DFL: Pat Brooks discussed the wonderful turnout at the seed meeting at the library with the Grantham Garden Club. The Friends are very excited and diligently working to see the DFL seed bank project progressing.

7. Public Comment: none
8. Adjournment: Meeting was adjourned at 6:42 pm after Pat motioned to adjourn the meeting, Rita seconded, and the motion passed unanimously.

Little Free Library

Betsy	October
Pat	Close in November

Meeting Dates 2024 – 2025 at 6:00 pm at DFL:  
2024: Oct. 14 (Budget only), Oct. 21, Nov. 18, and/or Dec. 16  
2025: Jan. 13 or 20 or 27, Feb. 24, Mar. 24

Respectfully submitted,  
Pat Beasley