



Dunbar Free Library
Board of Trustees Meeting
November 20, 2023 / 5:30 PM
Minutes

Trustees Present: Pat Beasley, Megan Alexander, Rita Friedman, Richard Sachs, Elizabeth Sofish (Betsy), Kim Leute, Alternate

Staff Present: Dawn Huston

Guests Present: Michele Dominy, Friends of the Dunbar Free Library

- 1) Call to order: Pat called the meeting to order at 5:36 p.m.
- 2) Approval of Minutes: Megan made a motion and Rita seconded to approve the minutes of the Trustees' meetings of 16OCT23 and 23OCT23. The motion passed unanimously.
- 3) Treasurer's Report: The Trustees recognized with gratitude and appreciation several donations in honor of the late Paul Hoffman. A motion to accept the report was made by Betsy, seconded by Pat, and passed unanimously.
- 4) Librarian's Report:
 - a) The 2024 holiday schedule proposed by the Director was approved with the addition of 12/23/24 as a holiday, with an unanimous vote after a motion by Betsy seconded by Richard.
 - b) The library budget accounts 101, 106, 210 and their totals contain errors. These will be corrected by Dawn and included in the report for next month. Next month's report will therefore contain both a corrected October report and the November report.
 - c) Tent. The Trustees expressed concern that the tent has not been taken down yet. Andy is still planning to take it down. The Trustees asked that the tent be removed by 10/31 of each year, and that this should be added to the yearly calendar. There is to be no leeway on the date.
 - d) Projects affected by weather. The concrete is done. The outside staining, repairs in the lobby, and internal drywalling are not done.
 - e) The Trustees instructed Dawn to find another handyman to assist Greg/Andy and ensure projects are completed. Trustees are asked to send potential handyman names to Pat, who will forward a list to Dawn.
 - f) Megan's Programming Report. A Teen Advisory Board (TAB) has been established with 4 teens at the moment to assist with Teen/Tween nights including raising money for their activities. Two more teens will join after the first of the year. Megan is going to move the books and bookshelves out of the middle of the Junior Nonfiction Room and replace them with a table (already acquired). This will be a place for the TAB to meet and teen/tweens to hang out. If this is not successful, the room will be returned to the former arrangement.
 - g) The attendance and circulation statistics last month contained errors (some figures were reversed). Corrected figures were provided.

- h) Year-to-date circulation for October was 15,370, compared to last year's 15,296. October 2023 circulation was about 150 items higher than October 2022.
 - i) Year-to-date attendance for October 2023 was 5,124 with 4 pickups; year-to-date in October 2022 was 5,210 with 23 pickups. October 2023 attendance was 1080 with 2 pickups and about 350 participants at Halloween. October 2022's was 1,539 with 4 pickups.
 - j) Betsy moved that the Librarian's Report be approved, Rita seconded, and the motion passed unanimously.
- 5) Unfinished Business.
- a) Board Committee Reports.
 - i) Facilities Oversight: see above
 - b) Update on office project. Progress is being made; otherwise, tabled for tonight; discuss in December.
 - c) Update on "Being Dawn." Tabled until December.
 - d) Background Checks. Pat updated the group on information from Melissa. Betsy reviewed main points of a document she and Kim are drafting. Betsy asked for input from the Trustees on various items. The group agreed that:
 - i) Betsy/Kim would attempt to locate and get copies of the Town's insurance policies that include coverage for the library.
 - ii) We would like to know if there is Directors and Officers insurance to indemnify the Board as appropriate.
 - iii) Betsy/Kim will call the Primex representative to discuss background checks from their perspectives. Her name is Carol Kilmeister.
 - iv) Betsy/Kim will update the draft document and present it to the Board for discussion after those investigations are complete.
 - e) Collection/Reconsideration. Pat has a draft document from the committee. Pat is presiding at the committee's next meeting on 11/28, representing Richard who cannot attend. Pat will send the document to the Trustees to review. The document includes policy changes on pp. 7-9, a form that needs to be approved, and the newly added Library Bill of Rights.
 - f) NOTE: Personnel policies should be changed from "he/she" to "they;" this is targeted for January 2024.
- 6) New Business: Tabled.
- 7) Public Comments: Michele Dominy from the FODFL was present at the meeting and reported that their annual appeal letter has been mailed.
- 8) Adjourn: The meeting was adjourned at 6:57 p.m. by a unanimous vote after a motion made by Rita and seconded by Richard.

Meeting Dates 2023 – 2024 @ 5:30 PM
 2023: December 11
 2024: January 22, February 12, March 18

Respectfully submitted,

Elizabeth Sofish, Secretary