



Dunbar Free Library
Trustees Meeting
April 13, 2026
DRAFT

Present: Marc Bernstein, Chair; Rita Friedman, Treasurer; Melissa Britton, Trustee; Deb Sweeney, Trustee; Pat Beasley, Alternate; Dawn Huston, Library Director

1. Call to order. Marc Bernstein called the meeting to order at 6:05 pm.
2. Minutes. **Feb. 9, 2026**: The minutes were reviewed and approved by a unanimous vote (Rita Friedman motion; Melissa Britton second).
Mar. 9, 2026: After related procedural comments, the minutes were reviewed. Because of lack of a quorum as a result of two abstentions, voting was deferred until May meeting.
Mar. 13, 2026: The minutes were reviewed and approved by a unanimous vote (Melissa Britton motion; Deb Sweeney second).
3. Treasurer's Report. The Treasurer's Report was reviewed and approved by a unanimous vote (Marc Bernstein motion; Melissa Britton second).
4. Director's Report. The Director's Report was reviewed and approved by a unanimous vote (Rita Friedman motion; Melissa Britton second).
5. Continuing Business.
 - a. Closing of Hiram Buswell Trust: Trustees deferred vote until May meeting to research appropriate processes and wording for submission of request for closure to Trustees of the Trust Funds.
 - b. ILS: Dawn presented information about exploring some ILS options recommended by Mark Kendall. Dawn stated that tomorrow she will call a representative of Biblionics who has suggested we try a two-week trial with staff.
 - c. Melissa made note of 2 continuing areas of business, bank authorization for signatories, and Little Free Library schedule and redesign or construction of a new housing. Melissa volunteered to oversee summer work schedule for LFL.
6. New Business.
 - a. Website Design: After Trustees reflected on issues with current website design, Marc stated that the single most fundamental problem of DFL website is the lack of intuitive navigation for patrons. Trustees will continue to review problems and steps to address these concerns.

b. Personnel Policies: Marc explained that when creating the working document we reviewed, he parsed the policies and items to separate them from the current Personnel Handbook which was written as one document containing personnel and employee information. He stated that he made changes or additions, all of which is clearly delineated in the draft document. Trustees discussed and agreed upon changes, wording through page 6, Termination Policy. Remaining pages of Personnel Policies Draft, p. 7 and 8 will be continued at May Trustee meeting.

7. Dawn left prior to start of non-public meeting. Melissa Britton motioned that meeting move into non-public session. Marc Bernstein seconded and the vote was unanimous. Non-public session began at 7:09 pm. Rita Friedman motioned to adjourn non-public session at 8:01 pm. Marc Bernstein seconded and the vote was unanimous.

8. Trustees resumed public meeting. Dawn returned to meeting.

9. Trustees agreed to meet on April 27 at 6:00 (backup date Wednesday, May 6).

10. Rita Friedman motioned to adjourn the meeting, Deb Sweeney seconded and the vote was unanimous. Adjournment at 8:04 pm.

Respectfully submitted by

Pat Beasley, Alternate