Dunstable Public Library Board of Trustees
Meeting Minutes
November 15, 2025

Location: Virtual Meeting
Attendees:

- Amy Watson (Trustee & Chair)
- Jayne Barnes (Trustee)
- Maureen Strauss (Director)

Absent: Robyn DeAngelis (Trustee)

Key takeaways

1. Two CPA funding warrant articles passed at the special town meeting: one for HVAC work in the special collections room and one for digitization.
2. The Board approved a new Art and Archival Materials Donation Policy.
3. The FY27 budget is being prepared and will be submitted after a meeting with Jason on Monday.
4. The Board decided to skip the December meeting and reconvene on January 7th, 2026.

Minutes

1. Meeting called to order at 7:06 p.m.

2. Unanimous approval of October minutes.

3. CPA Funding Results from Special Town Meeting on November 17
    a. Amy summarized results: Both library warrant articles (#2 and #3) passed. There was some discussion around Article 2 (HVAC) and whether it was possible to use CPA funds to do a full heating system replacement (vs. only the Special Collections boiler). The Historic Commission and CPC representatives present at the meeting expressed that they felt the entire building wouldn't be in scope for historic CPA funds. Ultimately the original warrant passed for the single boiler to serve the special collections room and cooling system. The Digitization article passed without any questions or issues.
    b. Maureen: Asked about the timeline for CPA funding and whether it could be carried forward if not used within the fiscal year.
    c. Next steps:
        i. Amy will continue following up with Joel and the BPL team to arrange a site visit for the digitization effort.
        ii. Board will continue to monitor heating challenges over the winter and gather data using sensors placed throughout the building; potentially gathering information for a future capital request.
        iii. Maureen will track any maintenance/repair work (frequency and cost).

iv. Maureen will confirm with Jason about the process for carrying forward CPA funds if needed.
v. Maureen will begin working with Jason to plan for an RFP for the HVAC projects.

4. Budget Planning
    a. Maureen discussed the FY27 budget preparation process. Maureen attended a Budgeting 101 class and will send preliminary numbers to the state for verification before submitting.
    b. Maureen and Amy will meet with Jason on Monday to discuss the budget.

5. Fundraising Initiatives
    a. Maureen is working on restoring the 501c3 status for the Friends of the Library group. She has an upcoming meeting with a patron who is experienced with fundraising to discuss ideas.
    b. The Board discussed different fundraising models, possibly including a membership model and events.

6. Building Maintenance
    a. There is a potential mouse issue in an outdoor closet that Maureen plans to address.
    b. Maureen is waiting on a bill for the last HVAC service call, which she expects to be substantial.Maureen noted that HVAC repairs have cost nearly $25,000 over 4.5 years.

7. Art and Archival Materials Donation Policy
    a. The Board reviewed and discussed a new donation policy drafted by Maureen.
    b. Amy suggested adding "archives" to the policy to cover paper documents and records. Jayne suggested adding language to cover items not specifically mentioned.
    c. Maureen raised a question about retroactive application of the policy for items already in the library. The Board agreed that this policy will be in effect and that as a best practice the Library should not accept items on “loan.”
    d. Conclusion
        i. The policy was amended to include "archives" in addition to art and artifacts.
        ii. The Board approved the Art and Archival Materials Donation Policy.
        iii. Maureen will develop a receipt template for donations.

8. Library Programs Update
    a. Maureen provided updates on library programs and activities.
    b. Joint programming with Tyngsborough is in development.

9. Meeting Schedule
    a. The Board will skip the December meeting; the next meeting will be held on January 7th, 2026.

10. Meeting adjourned at 8:10 pm.

Action items

- Maureen
    - Check with Jason about the process for carrying forward CPA funds
    - Address the mouse issue in the outdoor closet
    - Create a receipt template for art and archival donations
    - Meet with patron about fundraising strategies
    - Submit the FY27 budget after verification
- Amy
    - Attend the budget meeting with Maureen and Jason on Monday
    - Follow up with Joel at the Boston Public Library
    - Continue to monitor HVAC over winter; prepare a preliminary update for January meeting
    - Sent draft minutes and meeting link for January
- All Board Members
    - Reconvene on January 7th for the next meeting