Dunstable Public Library Board of Trustees
Meeting Minutes
March 26, 2025

Location: Virtual Meeting
Meeting summarized using an AI Meeting Summarizer, reviewed and edited by Amy Watson.

Attendees:
- Amy Watson (Trustee & Chair)
- Jayne Barnes (Trustee)

Introduction

Amy and Jayne determined that Open Meeting law required a simple board majority to achieve quorum. The meeting commenced at 7:06 with the approval of the minutes from January, which were confirmed without changes. The discussion then transitioned to various policy updates and budget considerations.

Key Discussion Points

1. Approval of Minutes (January Meeting)

2. Collection Development Policy

- The existing collection development policy was discussed. A new policy was drafted by Maureen, incorporating feedback from Amy and Jayne.The new policy includes a formal process for materials reconsideration, allowing patrons to request the reconsideration of materials. The new policy was conditionally approved, pending any further changes or suggestions from Robyn or Maureen.

3. Public Records Request

- A public records request was received from a graduate student for the materials reconsideration policy. The library responded within the 10 day required period by providing the current policy and informing her of the upcoming vote on the new policy.

4. State Earmarked Funds

- The library received additional funds from the state for building maintenance, specifically for addressing rot on the building's exterior. This work must be completed by June 30, 2025.

5. Budget Meeting Insights

- Amy and Maureen attended a budget meeting with the Advisory Board, where they presented the library's budget needs and the importance of meeting the municipal appropriation requirement. The library's funding is crucial for maintaining state aid and certification, which allows participation in the Merrimack Valley Library Consortium.

6. Library & Staff Updates

- A donation was received for the summer reading program from Jenepher Spencer (Coldwell Banker).
- Grant applications are in progress, including one for $15,000 aimed at improving library facilities and exterior lighting. We received word that we were not awarded the $1,000 Penguin Random House grant, which was very competitive.

Meeting adjourned at 7:27pm.

Action Items

1. **Policy Approval:** Conditional approval of the collection development policy pending any further suggestions from Maureen or Robin.
2. **Follow-Up:** Amy will communicate with Maureen regarding the approval and any necessary next steps.
3. **Next Meeting: Suggested we schedule the next meeting for April 23, 2025.**