**Dunstable Public Library Board of Trustees**
Meeting Minutes
June 18, 2025

Location: Virtual Meeting

Attendees:

- Amy Watson (Trustee & Chair)
- Jayne Barnes (Trustee)
- Maureen Strauss (Director)
- Jeff Rosen (Chair, Dunstable Capital Planning Committee), guest

Meeting called to order at 7:07pm; adjourned 8:08pm

**Agenda**

1. Call to Order
2. Approval of Minutes from May 21, 2025 Meeting
3. Budget
4. Steps to establish a Friends of the Library group
5. Building Maintenance
6. Library Updates and Staff
7. Topics Not Reasonably Anticipated by the Chair
8. Meeting Adjournment

**Discussion**

1. **Call to order at 7:07pm**
    a. It was recommended that item 7 (*Topics Not Reasonably Anticipated by the Chair*) be addressed first to accommodate Jeff Rosen, attending as a guest to discuss library infrastructure and possible funding avenues; unanimously approved.
2. **Topic: Library Infrastructure Needs**
    a. **Heating System Concerns:** Jeff Rosen highlighted the aging heating system in the library, noting that two of the four boilers are non-functional. He emphasized the risk of materials damage if the heating fails, particularly in the records (special collections) room. While heating system upgrades are slated in the Dunstable Capital Plan for FY27, we are three winter seasons away from that potential investment. Most historical items are currently not digitized or preserved elsewhere. Risk to the town's special collections could be severe in the event of a frozen pipe or other infrastructure failure.
    b. **Use of CPA Funds:** Jeff proposed that the library could apply for CPA funds under the "historic" bucket to replace the heating system, a necessary step for records preservation. While the library is not on the historic register, projects

deemed of historic value by the local Historic Commission could qualify for funding. Jeff provided a list of 6 other towns that have used CPA funding for similar historic records protection (Medford, Newburyport, Lexington, Bridgewater, Waltham, and Amherst).

c. **Action Steps for CPA Application**
    i. Gather Quotes: The first step is to obtain quotes for the boiler replacement, estimated at around $120,000.
    ii. Engage with the Historic Commission: Before applying for CPA funds, meet with the Historic Commission to gauge their support for the project.
    iii. Digital Preservation: Potentially include a separate funding article for the digitization of library records in the CPA application.
    iv. Prepare CPA Application: Complete by August or early September to meet the November town meeting warrant deadline.

*Jeff Rosen exited the meeting after this discussion concluded.*

3. **May Meeting Minutes** were accepted unanimously with one minor correction.
4. **Budget** is all set for FY26. Current budget will close out June 30.
    **a.** Annual Reporting: Maureen will complete the Annual Report Information Survey (ARIS) and Financial Report in compliance with MBLC. ARIS opens July 1. The budget report opens August 4. Amy will need to sign these reports when complete.
5. **Steps to establish a Friends of the Library group**
    a. Maureen Strauss discussed the need to re-establish a Friends of the Library group to enhance funding opportunities and increase engagement.
    b. The group would require 501(c)(3) status to collect dues.Our previous status has expired, so we need to reestablish. It was recommended to use a digital system for dues collection (like Paypal) that could facilitate auto-renewal.
    c. Ideas were shared about gathering interest during summer concerts, including a mailing list for potential members/leaders. Official kickoff would not happen until October 2025.
6. **Building Maintenance Updates**
    a. Maureen reported that recent exterior maintenance, including painting and repairs around the windows, has been completed. An additional $850 was spent on painting the doors, which will be presented to the Board of Selectmen for approval.
    b. Additional lighting for the library's exterior is also in progress. Although the new lights will not match exactly with the existing ones, they are expected to be a closer match than the ones previously proposed. The library may be responsible for approximately $1,600 of this expense.
7. **Library Updates and Staff**
    a. The summer reading kickoff event took place on June 17, 2025, and it was reported to be a significant success. The event attracted a large number of participants, with approximately 69 children attending, exceeding the initial cap of 50.

    b. The event featured engaging activities, including a performance by a magician. Maureen Strauss mentioned that Karen, who organized the event, actively promoted it by visiting every classroom at Swallow Union to read to students and generate interest.
    c. Overall, the kickoff event was a vibrant start to the summer reading program, fostering community engagement and encouraging children to participate in reading activities throughout the summer.
8. **Meeting adjourned at 8:08pm**
    a. The September meeting is scheduled for September 24, 2025 at 7pm.
    b. Trustees to communicate over email during the summer, in particular to address the CPA topic.

**Action Items**

1. **Jeff Rosen** to provide a list of libraries that have successfully used CPA funds for HVAC projects. (complete)
2. **Maureen Strauss** to gather quotes for the boiler replacement and initiate contact with the Historic Commission. Maureen will also research scope and potential grants for digitization and will investigate the 501(c)(3) status for the Friends of the Library group.
3. **Amy Watson** to outline a basic plan for the CPA proposal/application.
4. **All Trustees** to brainstorm potential candidates for the Friends of the Library group and discuss at the next meeting.