Dunstable Public Library Board of Trustees
Meeting Minutes
September 24, 2025

Location: Virtual Meeting
Attendees:

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

1. Meeting called to order at 7:05 p.m.

2. **Approval of Minutes**
    a. June 2025 meeting minutes reviewed.
    b. No corrections noted.
    c. Motion made and seconded to approve. **Approved unanimously.**

3. **Budget Update**
    a. State MBLC reporting (ARIS and financial report) submitted.
    b. A calculation error caused a $1,000 shortfall in meeting the 2.5% budget increase requirement.
    c. Director working with town administrator to resolve without requiring a waiver.
    d. Deadline for final submission: October 3, 2025.
    e. Current FY26 expenditures are on track; no unexpected costs.
    f. **Action Item:** Maureen to finalize budget submission and continue coordination with Jason.

4. **Building & Maintenanc**e
    a. New light posts installed; old construction barrel removed.
    b. Septic system serviced
    c. Ongoing issue with beehive/hornets managed.
    d. No major outstanding maintenance items at this time.

5. HVAC & Digitization Project
    a. Joint proposal prepared for Community Preservation Act (CPA) funds.
    b. Historic Commission feedback: split into two proposals: (1) HVAC (special collections room only) and (2) digitization of historic records.
    c. HVAC:
        i. CPA can only cover systems tied to Special Collections Room (not full building replacement). Estimated $25–31K for boiler unit(s).
        ii. MassSave to conduct comprehensive building assessment next week.
        iii. Temperature-monitoring sensors to be installed over winter to collect data from various parts of the building.

- **d.** Digitization:
  - **i.** Application submitted to Boston Public Library (Digital Commonwealth Project). Awaiting site visit confirmation.
  - **ii.** Collection includes uncataloged items (e.g., Civil War-era clothing); interns may be needed for cataloging prep. Budget estimate: ~$36K (intern support and supplies).
  - **iii.** Proposal amounts adjusted to include funds for archival display/storage cases.
- **e.** Motion made and seconded to advance both proposals to Historic Commission for vote. **Approved unanimously.**
- **f. Action Items:**
  - **i.** Maureen to obtain additional HVAC quotes.
  - **ii.** Amy to follow up with BPL regarding site visit.
  - **iii.** Maureen to notify Historic Commission readiness for vote.
  - **iv.** Amy to continue preparing documents for CPC meeting and (if approved) November Town Meeting warrant.

6. Library Updates
- **a.** Circulation up 32% year-over-year (FY25 vs FY24).
- **b.** Increases especially strong in audio, DVD, and magazine lending.
- **c.** Staff commended for strong service and community engagement.

7. Friends of the Library
- **a.** Discussion on re-establishing the Friends group.
- **b.** Existing 501(c)(3) entity still valid but inactive since 2012.
- **c.** Steps to reinstate: file past four years' state forms ($140 total) and update IRS filing.
- **d.** Volunteers interested in participating; outreach to begin mid-October.
- **e. Action Item:** Maureen to coordinate with town accountant and begin reinstatement process mid-October.

8. Community Engagement
- **a.** New Thursday morning knitting/yarn group has launched and is well received.
- **b.** Plans to expand museum pass program if Friends group resumes fundraising.

9. Adjournment
- **a.** Meeting adjourned at approximately 7:55 p.m.
- **b.** Next meeting to be scheduled over email based on availability.