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

Location: Virtual Meeting
Attendees:

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

Absent: Robyn DeAngelis (Trustee)

1. Meeting called to order at 7:07 p.m.

2. **Approval of September Minutes;** no corrections. Approved unanimously.

3. **Budget and Financial Report**
    a. **ARIS and Financial Report:** Maureen submitted the FY financial report on October 2, ahead of the October 3 deadline. The $1,000 accounting discrepancy has been resolved; additional supporting documentation will be provided by Maureen when available. No MAR waiver will be required for this fiscal year.
    b. **Operational Budget:** Over the past 5 years, approximately $25,000 has been spent on HVAC repairs, equivalent to the cost of a new boiler. Trustees noted the ongoing cost burden and the importance of securing funding for infrastructure improvements.

4. **Community Preservation Act (CPA) Projects: (1) Digitization of Historical Records and (2) Climate Control (HVAC) System Upgrade.**
    a. On October 14 the Historic Commission formally voted to support both projects, allowing BoT to move forward with a formal application.
    b. On October 15, Amy and Maureen submitted application packets to the Community Preservation Commission including the application form, detailed addendums, and letters of support from the Historical Society and the Economic Development Commission.
    c. **Next steps:**
        i. Community Preservation Commission (CPC) will review the applications at their October 22 meeting (6:00 PM, Town Hall).
        ii. If approved, projects will be presented for funding at Town Meeting on November 17.
    d. **Action Items:**
        i. Amy and Maureen plan to attend the CPC meeting, all BoT invited.
        ii. Maureen to contact CPC Chair Joan Simmons to clarify presentation expectations.
        iii. Amy to share CPC results with the Board by email following the meeting.

iv. Amy to follow up with Boston Public Library team regarding site visit to assess DPL Special Collections this month.

5. **Building Maintenance**
    a. Maureen working with the Highway Department to remove broken light posts in front of the library. Maureen to follow up with the Highway Department next week.

6. **Policy Review – Special Collections Policy**
    a. Board reviewed draft Special Collections Policy; clarified language on item donations and acquisitions to ensure materials are accepted at the discretion of the Library Director and/or Board of Trustees.
    b. Discussion included future need for a Gift Acceptance Policy to guide evaluation of donations and avoid unsolicited or unsuitable materials.
    c. Motion to approve policy with discussed amendments passed unanimously.

7. **Library Updates**
    a. **Saturday Hours:** Began successfully; staff scheduling managed within budget. Attendance low on 10/11 due to Oktoberfest.
    b. **Book Distributor Closure:** Baker & Taylor, the library's primary vendor, has shut down. Many outstanding book orders remain unfulfilled. Library is temporarily purchasing via Amazon and exploring a new distributor (meeting scheduled Monday). Trustees advised that patrons may experience delays in holds and requests.
    c. **Friends of the Library:** Efforts to restart the group delayed until late October/early November; potential volunteers identified.

8. **Other Discussion Topics**
    a. **Senator Ed Kennedy's Passing:** Board acknowledged his service and support for public libraries.
    b. **MLTA Conference:** Amy will attend the Massachusetts Library Trustees Association conference on November 1 and share notes afterward.

9. **Next meeting scheduled for Wednesday, November 19, 2025 (following the November 17 Town Meeting)**

Meeting adjourned at 7:47 PM with thanks to all participants.