**Dunstable Public Library Board of Trustees**
Meeting Minutes
January 7, 2026

Location: Virtual Meeting
Attendees:

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

**Minutes**

1. Meeting called to order at 7:04 p.m.

2. Unanimous approval of November minutes, no questions or edits.

3. Digitization and HVAC Projects
    a. BPL completed an assessment for the digitization project; first batch of books expected to be ready for digitization by end of January.
    b. CPA funds for the project do not have a spending deadline.
    c. Maureen is having ongoing meetings with Green Communities Grant representatives to discuss HVAC funding, including possible CPA fund matching.
    d. Next steps: Hiring a temporary worker for archival work, likely in the coming months.
    e. No questions or concerns raised by the board.

4. Budget Planning
    a. Two budget versions submitted as requested:
        i. One meeting the MAR (Minimum Appropriation Requirement).
        ii. One reflecting a 15% reduction, as requested of all departments.
    b. The MAR-compliant budget was confirmed with the state. The 15% reduction scenario would require a waiver and could result in reduced staffing and/or hours.
    c. Concerns raised about the impact of cuts, especially on staffing and open hours, with potential for Saturday curbside service and reduced early staff hours.
    d. Board acknowledged the challenge and agreed to monitor developments.

5. Building Maintenance
    a. HVAC costs exceeded $8,000 in the first half of the fiscal year; two boilers are at capacity.
    b. Three portable heaters are in use at key locations.
    c. Mice issue is currently under control.
    d. Ongoing temperature data collection; Amy to present findings at a future meeting.

6. DEF Laptop Lending Program
    a. Library will purchase eight laptops as part of a digital equity grant.
    b. Collaboration with IT for purchasing, charging, software, and data wiping.
    c. Policies for borrowing and safe usage were reviewed; Board discussed lowering the minimum age from 18 to 16, with flexibility for exceptions.
    d. Acceptable use policy and lending agreement were reviewed and approved, with a suggestion to add language prohibiting software installation by users.
    e. Hybrid lending model proposed: some laptops for in-library use, some for lending.
    f. Outreach and education to be coordinated with Council on Aging and Town Hall.
    g. Board unanimously approved the documents and policies related to the program..

7. Policies
    a. Art and Artifacts Receipt policy: No patron requests thus far; board approved moving forward.
    b. Meeting Room Policy: Board approved renaming to “Community Room” for consistency with building blueprints and patron feedback.
    c. Acceptable Use Policy: Board agreed to add language about not installing software.
    d. All policy changes and updates were approved.

8. Library Updates and Staff
    a. Written updates submitted in advance (see supplemental materials).
    b. Highlights:
        i. Ongoing professional development and accessibility improvements.
        ii. Continued community outreach, including home delivery, preschool collaboration, and support for local events.
        iii. Active programming for all ages, including book clubs, story hours, crafts, and adult education.
        iv. Strategic planning for increased patron use and social media presence.
        v. Fundraising discussions and 501(c)(3) status updates.
        vi. Joint programming with Tyngsborough Public Library and new initiatives (e.g., Mahjong, herb classes, SAT prep).
    c. No questions or concerns raised by the board.

9. Meeting Schedule
    a. The next meeting will tentatively be held at 7pm on February 25, 2026.

10. Meeting adjourned at 7:35 pm.

11. Action Items
    a. Amy to prepare and present HVAC data at a future meeting.

b. Maureen to update policies as discussed and coordinate with IT on laptop program logistics.
c. Board to confirm next meeting date via email.