

**Dunbar Free Library
Trustees Public Minutes
Oct. 25, 2012**

The meeting was called to order at 5:07 p.m. by Susan Mellow.

Trustees present: Susan Mellow, Ed Jenik, Kevin Hughes, Wendi Grant, Lorie McClory

Public present: Dawn Huston, Joey Holmes

Budget:

The trustees discussed the budget proposal for FY14.

Ed made a motion to approve the proposed operating budget of \$53,730 with salaries and benefits set at \$184,251. Wendi seconded the motion. Unanimous approval.

Lorie made a motion to request \$25,000 for the capital expansion fund and \$10,000 to establish a capital repairs and replacement fund for things such as roof repairs and replacement. Susan seconded the motion. Unanimous approval.

Ed and Dawn will meet with Town Administrator Melissa White on Nov. 14 to go through the operating and capital requests.

Other business:

Halloween: Susan, Lorie and Joy Lamont will be at the library for Halloween to hand out treats and books.

Fundraising: Susan had done minimal research on Cat's Meow. Buy \$7.95 each and sell for \$16. They take 3-5 weeks to get. Susan will order close to 100 (they may have to be ordered in lots of 12) and we should have them in time for Christmas. We can do a fundraising kickoff at Old Home Day in July.

Librarian and staff evaluations: Kevin will send copies of the evaluation of Dawn for trustees to see. Susan and Kevin will find evaluation forms for staff to fill out on Dawn.

Dawn has completed evaluations of staff. Trustees need to look at them.

Contract: Dawn does not have a contract as required by state regulations. Kevin will get samples of contracts for trustees to review.

Susan made a motion to adjourn 6:42. Lorie seconded the motion. Unanimous approval.