

**Dunbar Free Library  
Trustees Public Minutes  
Nov. 29, 2012**

The meeting was called to order at 5:34 p.m. by Ed Jenik.

**Trustees present:** Susan Mellow (arrived late), Ed Jenik, Wendi Grant, Lorie McClory

**Absent:** Kevin Hughes

**Public present:** Dawn Huston, Joey Holmes

**Minutes:**

Sept. minutes amended to reflect \$2,210.31. Lorie made a motion to approve the minutes as amended; seconded by Wendi. Unanimous approval.

Ed made a motion to approve the October minutes as written; Wendi seconded. Unanimous approval.

**Reports:**

**Friends' report:** The open house is Dec. 12.

**Treasurer's report:** Ed said there was no significant activity. In November he paid legal fees of \$250 to review the construction management contract. Lorie made a motion to approve the treasurer's report; Wendi seconded. Unanimous approval.

**Librarian's report:** Lisette is back as of next week. Circulation and budget are on track YTD. Audible downloads may be put to our MP3 rather than on disks to save time, but they'll be listed in the catalog and will require borrowing an MP3. Wendi made a motion to approve the librarian's report; Lorie seconded. Unanimous approval.

**Expansion Committee:** There has been discussion with the architect and attorney. Reached agreement for additional fees for the changing the work. Architects did not charge for their own work to change the plans, but we had to pay for the subcontractors' work. All drawings should be here by year end. CM contract: lawyer had lot of concerns with standard contract (AIA) as they related to town government. They agreed with all changes. Architects will purchase liability insurance. Construction will take 5 months if the library moves out in the summer or up to 7 months if done in winter and work is done around the library. Need to discuss possibly moving the library for that time: town hall basement, school doublewides in summer, other options? Lorie made a motion to approve the report; Susan seconded. Unanimous approval.

**Unfinished business**

**Fundraising:** Cat's Meow: Susan said the process takes a couple of months from start to delivery of product. She will send in the photo to have the items for sale at Town Meeting. Lorie and Wendi will co-

chair the fundraising committee and will investigate consultants in to discuss. There is a question as to whether DFL is a 501c3 charitable non-profit. Can you take money out of IRA for charitable donation without paying the IRS? Did congress extend this?

**Evaluation Process:** Kevin has not gone over the evaluation with Dawn and the staff has not gotten forms for evaluating her. The process is supposed to be done in November. Wendi said she called Kevin to talk about getting together for the process. Susan will call Kevin and will give forms to staff for Dawn's review.

**Budget:** Ed will recommend \$25,000 for DFL building fund and will recommend \$10,000 for a library repair & replacement fund.

### **New Business**

**Town Report:** DFL report is due by Nov. 30.

**Final minutes:** Lorie checked with the town and there are several months missing. Dawn has emailed Lorie minutes to get to the town.

**No meeting** in December.

**2013 closings:** The library will be closed for the same holidays as 2012 unless amended at a future meeting.

**Next meeting** is scheduled for Jan. 24 at 5:30 p.m., but several some trustees have problems with Thursdays. It was agreed to move the meetings to the third Wednesday at 5:30 p.m. in the Jerry Whitney Room at Town Hall if the room is available. Lorie will ask. If it's available, the meeting will be held at 5:30 p.m. Jan. 16 at the town hall. If not, we'll meet that night at the library even though it's open.

**Employee evaluations:** Dawn has reviewed all evaluations with the appropriate employee, except for Lisette, which will be done as soon as possible.

**The meeting was adjourned at 6:19 p.m.**