

Durham Public Library – Board of Trustees Workshop Agenda  
Wednesday, June 8, 2016; 6:45 pm – 8:45 pm  
Meeting at DPL—Heritage Room

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- 1) Call to order
- 2) Approval of meeting agenda
- 3) Green Bean presentation re: no idle sign
- 4) Survey next steps—Martie and Nancy to discuss options for youth survey
- 5) Approval of minutes—May 25<sup>th</sup>, May 11<sup>th</sup>, May 4<sup>th</sup>
- 6) Workshop follow-up—select date for reading TBall’s first novel, “The Vaults.” Would like to plan a group read biannually.
- 7) Treasurer’s report—quarterly report of all account balances
- 8) Director’s Report
- 9) New Business; review upcoming schedules and timelines
- 10) Adjourn

**MEETING REMINDERS:**

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**Wednesday, June 22<sup>nd</sup>—Workshop**—Review budget for FY16 and make recommendations for FY17 budget based on priorities: (i.e. staffing levels, hours of operation, staff pay, technology, adequate funding of all line items)

Wednesday, July 20<sup>th</sup>—**Board Mtg**—review results of survey and finalize the “ask” for annual appeal

Wednesday, July 27<sup>th</sup>—Workshop—FY17 budget

Wednesday, August 10<sup>th</sup>—**Board Mtg**—review detailed spending to date—Town and Trustee funds

Wednesday, August 17<sup>th</sup>—**Workshop** (may be off site)—finalize annual appeal

September TBD—Board Chair, Treasurer and Dir meet with Town Admin

Sunday, September 11<sup>th</sup>—**Board Retreat** 11:00 am – 4:00 pm

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**PROJECT TIMELINE**

**Annual Appeal:**

July 20<sup>th</sup>: Survey discussed and ask determined.  
August 17<sup>th</sup>: Annual Appeal letter approved

September 9<sup>th</sup>: Deadline for printing – will use Main Street Copy and Mailing  
September 11<sup>th</sup>: Letter distributed to board members at retreat to be signed

September 19<sup>th</sup>: Letters put in mail