

Durham Public Library – Board of Trustees Meeting Agenda
Wednesday, August 10, 2016; 6:30 pm – 8:30 pm
Meeting at DPL—Heritage Room

- 1) Call to order
- 2) Approval of meeting agenda
- 3) Public comment—5 min
- 4) Approval of minutes—5 min
- 5) Chair updates—15 min
 - a) Welcome Judy
 - b) Staff meeting summary
 - c) Trustee schedule for coming months
 - d) Annual appeal timeline changes
- 6) Director's Update—20 min
 - a) Training with Tom
 - b) Staff schedule changes
 - c) Staffing needs
- 7) Treasurer's report—10 min
- 8) Budget review and priorities—60 min
- 9) Friends Report—5 min
- 10) Adjourn

MEETING SCHEDULE:

Wednesday, 8/17-Meeting to finalize and approve budget

Wednesday, 8/31-Director search brainstorming session and committee development

9/13—Board Meeting

9/27—Board Workshop

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

PROJECT TIMELINE

Annual Appeal:

September 11th: Survey and "ask" discussed

September 20th: Finalize annual appeal request

August 17th: Annual Appeal letter finalized

September 9th: Deadline for printing – will use Main Street Copy and Mailing

September 27th: Letters distributed to board members to be signed

September 30th: Letters put in mail

PROJECT TIMELINE

Director Search—TBD