

Durham Public Library – Board of Trustees Meeting Agenda
Wednesday, September 14, 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 from 8/31/16—5 min
- 5) Treasurer Report—5 min
- 6) Interim Director’s Update—15 min
 - a) Resignation and recommended hires to the Board
 - b) Emergency training
- 7) Chair Update—15 min
 - a) Staff Meeting
 - i) Feedback of Board participation at meeting
 - ii) Authorize funds be dispersed to keep more small bills and quarters in the safe to make change
 - b) Facilities Management
 - i) Need to pay for carpet cleaning
 - ii) HVAC review
 - iii) Logging requests of Public Works
 - c) Upcoming meeting dates
- 8) Hiring Subcommittee Update—15 min
 - a) Select interview dates; 10/26?
- 9) Budget Discussion—45 minutes
 - a) Annual Appeal— Review timeline and action items—10 minutes
- 10) Friends Update
- 11) New Business
- 12) Adjourn

MEETING SCHEDULE:

9/28—Board Workshop

10/12—Board Meeting—NEED TO RESCHEDULE

PROJECT TIMELINE

Annual Appeal:

September 11th: Survey and “ask” discussed
September 20th: Finalize annual appeal request
September 28th: Letters distributed to board members to be signed
September 30th: Letters put in mail

PROJECT TIMELINE

Director Search—TBD

Oct 11th Application first deadline
Oct 12th Committee to send recommendations to the Board for review
Oct 21st Application final deadline
Oct 22nd Any additional applicant recommendations sent to the Board
Week of Oct 24th—First round interviews
11/1 or 11/2—Second round interviews
11/4 Offer
First week of Dec—Director start