

Durham Public Library – Board of Trustees Agenda

Wednesday, April 1, 2015

6:45 pm – 9:15 pm

DPL Oyster River Room

- 1) Call to order
- 2) Approval of meeting agenda – 5 minutes
- 3) Approval of minutes from March– 5 minutes
- 4) Public comments/ review any public correspondence – 5 minutes
- 5) Public hearing for acceptance of funds—(notice posted in Fosters)—10 minutes
- 6) Resolution for use of accepted funds—10 minutes
- 7) Nomination of Alternates—30 minutes
NEXT STEPS:
 - a) Alternates who are selected by the Board will be recommended to the TC for formal appointment—first official meeting on 5/6 at 6:45
 - b) New board member orientation with Chair and Director—Chair will send email poll for date/time selection
 - c) New board members are requested to attend an orientation (see information below)
- 8) Election of officers—10 minutes
- 9) Action items from previous meetings—15 minutes
 - a) Security system follow-up
 - b) Director evaluation has been distributed—please complete by 4/8/15
 - c) Sibylle Carlson gift designation—Tom to report on family preference
 - d) Customer Service Expectations Policy
 - e) Reminder of NHLTA annual conference—recommendation that all Trustees attend if able (see details below)—join listserv at: <http://maillist2.nh.gov/mailman/listinfo/nhlta-l>
- 10) Treasurer's report – 5 minutes
- 11) Director's report – 15 minutes
- 12) New Board Business—30 minutes
 - a) Advancement—10 minutes
 - b) Operations—20 minutes
 - i) Staffing schedules and Director proposal to add 6 additional hours
- 13) Building actions – 5 minutes
- 14) Friends' report – 5 minutes
- 15) Other Business/Review new action items—5 minutes
 - a) Spring goal setting retreat—Chair to send poll for date/time selection
- 16) ADJOURNMENT

NEXT REGULAR MEETING→ May 6, 2015 at 6:45pm

UPCOMING CALENDAR

5/6 @ 1:30 @DPL—Friends Meetings

4/21 @ 6:45 pm @DPL —Operations Workgroup

4/7 @ 6:45 pm @ DPL—Advancement

RECOMMENDED READING

www.webjunction.org

TOPIC PARKING LOT

- Tom to assess foot traffic on Sat afternoon and consider seasonal adjustment
- Annual appeal funds designation (informed by goal setting in spring)
- staff presentations to the Board

NH Library Trustee Association

<http://nhlta.com>

Trustee Orientation Workshops

Sat April 18 • 10:00 am – 1:00 pm

Hooksett Public Library, 31 Mount Saint Mary's Way
([Directions](#))

Wed April 22 • 10:00 am – 1:00 pm

NHMA (NH Municipal Association), 25 Triangle Park Drive, Concord ([Directions](#))

Thurs June 11 • 10:00 am – 1:00 pm

NHMA (NH Municipal Association), 25 Triangle Park Drive, Concord ([Directions](#))

Online [REGISTRATION](#) only.

The workshop will cover the following topics and will include time to answer your questions.

- NH Laws Relative to Public Libraries
- Library Trustees—A Job Description
- Establishing Policies for the Library
- Budgets—The Process from Adoption to Management
- Trustees as Employers
- Trustee Meetings and the Right to Know Law
- The Trustee as Library Advocate

Slides of the 2015 presentation are available for download, click [HERE](#), and on the [Resources](#) page.

Note: *This is not a series; each workshop covers the same material.* There is no fee and registration deadlines are one week prior to each session. Handouts and morning refreshments will be provided; please bring your own lunch.

2015 Spring Conference and Annual Meeting Monday May 18

Grappone Conference Center, 70 Constitution Avenue,
Concord
([DIRECTIONS](#))

RISING TO THE CHALLENGE: Re-Envisioning Public Libraries

The future requires that we re-envision public libraries and the 2015 Spring Conference presents the latest trends and challenges facing libraries, as well as the fundamental tools and tips trustees need to ensure their local library meets and anticipates community needs.

Joins us for a day of enrichment at the Grappone Conference Center, 70 Constitution Avenue in Concord. Download detailed [BROCHURE](#). Paper [registration form](#) available. [ONLINE REGISTRATION](#) RECOMMENDED.