

NOTICE: THIS MEETING IS BEING HELD COMPLETELY ON-LINE USING ZOOM. PLEASE REFER TO THE "ZOOM CALL-IN AND PUBLIC INPUT INSTRUCTIONS" FOR THE MEETING (LOCATED AT THE END OF THE AGENDA).

**Durham Public Library
Board of Trustees Meeting Agenda
Wednesday, January 27, 2021
6:45 pm**

1. Call to order
2. Chair appointment of Alternate Trustee to serve as voting Trustee (if needed).
3. Approval of meeting agenda
4. Annual Evaluation of Library Director –Nonpublic Session per RSA 91-A:3, II (a)
5. Discussion and consensus on Library goals for 2021
 - A. **Sheryl proposes these goals for herself as Director.**
 - 1) Enhance financial and operational efficiencies (budget management, tracking expenditures, agreements with suppliers, etc.).
 - 2) Write new policies as needed and revise/review existing policies in conjunction with the Policy Committee. Ensure that all policies are on the Library website.
 - 3) Implement the third year of our current Technology plan and, in conjunction with the Technology Committee create a new 3-year plan for 2022-24.
 - 4) Create job descriptions for the Library Staff, particularly for the 3 full-time employees.
 - 5) Make good progress on the Strategic Plan planning process.
 - B. **Possible goals for the Board of Trustees**
 - 1) Create and effectively use Board Committees to improve Board functioning.
Currently have 3 committees (Policy, Budget/Finance, Technology). Sheryl & I propose 2 more: Personnel Committee and Financial Planning Committee (to plan the effective use of Trustee Funds, research and propose ideas to the Board)
 - 2) Make good progress on the Strategic Plan planning process.
 - 3) Other goals ?
6. Library Strategic Plan – initial steps
Who should be on the Committee? (Sheryl, Erik, Robin, and Stan are the initial members.)
Timetable
What do we hope to achieve?
Marketing the Strategic Plan to the Community
7. Adjournment

Future meetings begin at 6:45 via zoom

Wednesday, February 10, 2021

Wednesday, March 10, 2021

Wednesday, April 8, 2021

Wednesday, May 12, 2021

ZOOM CALL-IN & PUBLIC INPUT INSTRUCTIONS

To Participate by Audio

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Please remember that these are LIVE meetings and you will be muted when you enter the room. You will not be able to communicate directly with anyone at the meeting at this time, if you wish to submit comments for public input, you will need to have submitted your comments via email to durhampl@gmail.com by 5:00 PM on the day of the meeting.

If you should have difficulty accessing this number at 6:45 PM, you can send us an email to durhampl@gmail.com or call (603) 247-9757.